

STPSO
Job Description

Job Title: Body Shop / Paint Shop Technician
Department: Fleet Administration
Reports To: Fleet Administrator
FLSA Status: Non-Exempt
Prepared Date: 12/29/22
Salary Range: \$36,241.00 - \$44,243.00

Summary: Repairs damaged bodies and body parts of automotive vehicles such as automobiles, buses, and light trucks by performing the following duties.

Essential Duties and Responsibilities: include the following. Other duties may be assigned.

Body Shop Duties:

- **Asses damage to vehicles when involved in a wreck**
- **Tear down the vehicle when needed**
- **Repair sheet metal on vehicles**
- **Bondo and primer repairs**
- **Replace damaged parts**
- **Welding sheet metal**
- **Frame work and alignment of parts**
- **Bumper repair**
- **Plastic welding and repair**

Paint Shop Duties:

- **Make small repairs (dents and chips)**
- **Sand and masking repaired parts as needed**
- **Buff out repairs as needed**
- **Mix paint colors and tinting to match vehicle being repaired**
- **Spray booth operations, applying primers, sealers clear coat and blending**
- **Clean and prepare products to be painted or coated**
- **Clean and maintain tools, equipment and work areas**
- **Must adhere to safety / OSHA guidelines and use required safety protection.**

Supervisory Responsibilities: None.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience: High school diploma or general education degree (GED). Associate's degree (A. A.) or equivalent from two-year College or technical school; or six months to one year related experience and/or training; or equivalent combination of education and experience.

Language Skills: Ability to read and comprehend simple instructions, short correspondence, and memos. Must be proficient in the English Language.

Mathematical Skills: Basic.

Reasoning Ability: Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions.

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

Certificates, Licenses, Registrations:

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to stand; use hands to finger, handle, or feel and reach with hands and arms. The employee is frequently required to walk and stoop, kneel, crouch, or crawl. The employee is occasionally required to talk or hear.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is frequently exposed to moving mechanical parts; fumes or airborne particles and toxic or caustic chemicals. The employee is occasionally exposed to outside weather conditions; extreme cold and extreme heat. The noise level in the work environment is usually loud.