

Title: Paint and Body Mechanic

PG: 36

Status: Civil Service

Position Reports to: Automotive Maintenance Coordinator

Department: Public Works

Class Code: 7042

Date: 09/08

GENERAL DESCRIPTION OF CLASS:

This is journey level work involving the body maintenance, repair and painting of automobiles, light, medium and heavy-duty trucks, aerial bucket trucks, tractors, loaders, graders, sweepers, compressors and other equipment. A superior quality of work is expected with the employee using approved manufacturer's repair and refinishing techniques. Work is performed under general supervision and reviewed on the basis of results achieved.

ESSENTIAL FUNCTIONS:

1. Repairs body damage, straightens body panels, fabricates panels and installs new assemblies as needed.
2. Prepares body surfaces for refinishing by sanding and cleaning.
3. Applies paint to repaired body areas; completes paint jobs when required.
4. Makes fiberglass repairs and fabricates panels, covers and miscellaneous parts as needed.
5. Repairs or replaces window regulators, door lock actuators, broken glass, dash panels, seats and various other body parts as needed.
6. Installs and replaces, as needed, all body striping, numbering and logos.
7. Completes a mechanic's worksheet for each vehicle detailing, description of repair, repair code, time requirement, shop parts and materials used. Records current meter reading, hours or miles.

ADDITIONAL RESPONSIBILITIES:

1. Properly uses and returns to storage the City owned shop tools and manuals. Reports missing or broken tools to the Automotive Maintenance Coordinator.
2. Fabricates specialized equipment.
3. Performs related work as required.

KNOWLEDGE, SKILLS & ABILITIES:

1. Considerable knowledge of the automotive body repair trade gained through vocational and manufacturers' schools, vendor seminars, on-the-job training and other methods.
2. Considerable knowledge of the occupational hazards, safety and environmental regulations related to the automotive and equipment repair trade.
3. Skill in the use of tools and in the operation of machines and equipment commonly used in the automotive body trade.
4. Ability to make inspections of automotive equipment for serviceability, to diagnose problems, and to organize repair sequences in a logical and efficient manner.
5. Ability to read and comprehend service and operating manuals, written in the English language, for various types of equipment and to apply that knowledge effectively in completing maintenance and repair tasks.
6. Ability to communicate effectively with coworkers and supervisors, to work cooperatively with other mechanics, and to maintain good working relationships with other City employees and the public.
7. Ability to follow all occupational safety, health and environmental standards and helps maintain a safe and clean working environment.
8. Ability to perform oxyacetylene and electronic welding as required.
9. Ability to work rotating shifts.

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WORKING ENVIRONMENT/CONDITIONS:

Requires heavy work that involves walking, bending, twisting, and standing most of the time.

Requires the ability to lift-up to 35 lbs. on an ongoing basis.

The job risks exposure to significant environmental hazards that are present in a body shop environment.

The job requires normal visual acuity, and field of vision, hearing, speaking, color perception, sense of taste, sense of smell, depth perception, and texture perception.

QUALIFICATIONS (EDUCATION, TRAINING, AND EXPERIENCE):

1. High school diploma or its equivalent.
2. Three (3) years of experience in the automotive body paint and repair trade.
3. Completion of body automotive vocational classes and mechanical ASE certifications are preferred.
4. An equivalent combination of education and experience that is determined to be directly related to the foregoing specific requirements may be substituted.

SPECIAL REQUIREMENTS:

1. Must possess a valid state of Florida Class "A" Commercial driver's license with appropriate endorsements as are required by the employing department or obtain one within six (6) months after appointment to the position.
2. Must maintain a valid home telephone number.
3. An employee in this classification is expected to provide their own tools which are suitable for use on the City's motorized equipment
4. Required to pass and maintain qualification for:
 - a. Respiratory Protection Physical
 - b. Pulmonary Function
 - c. Qualitative and Quantitative Fit Test(s)
5. May be required to work overtime, or alternate hours, as necessary for the efficient operation of the department. Position may be designated as Mission Critical by Department Director.