



**Job Title:**                **Paint and Body Repairer**

## **Position Description**

*To perform this job successfully, an individual must be able to perform the essential job functions consistently and to the satisfaction of the employer. Reasonable accommodations may be made for qualified disabled individuals. This job description is not an exhaustive list, as employees may be required to perform duties not specifically designated within this document, at the employer's discretion. The Escambia County School District reserves the right to modify or interpret this job description as needed.*

**FLSA Status:**            Nonexempt  
**Reports to:**             Appropriate Supervisor or Designee  
**Supervises:**            Appropriate Staff as required  
**Pay Grade:**             Educational Support – 18

**APPROVED**  
**ESCAMBIA COUNTY SCHOOL BOARD**

**JUNE 20, 2017**

**MALCOLM THOMAS, SUPERINTENDENT**  
**VERIFIED BY RECORDING SECRETARY**

## **JOB SUMMARY**

The purpose of this position is to perform skilled work in repair and painting of automotive and equipment body work.

## **ESSENTIAL JOB FUNCTIONS**

- Performs skilled body repair and renovation work of damaged, defective, and aged automotive bodies and equipment, e.g., automotive equipment, sanitation vehicles, dumpsters, roll offs, construction equipment, trucks, busses, heavy machinery.
- Aligns and straightens frames, cabs, doors, hoods, trunks, and other motor vehicle parts; fabricates various panels and parts from sheet metal, plate steel, and other structural steel shapes; repairs scratches and depressions on metal surfaces.
- Performs skilled work in automotive painting, e.g., single and multi-stage exterior/interior finishes.
- Repairs and refinishes urethane and fiberglass components; replaces glass in vehicle windows and windshields.
- Repairs upholstery and glass.
- Installs, diagnoses, and repairs DVR and GPS systems.
- Estimates repair costs for damaged units and other repairs for insurance reports and departmental records; maintains inventory of parts and materials for repair projects.
- Investigates manufacturer specified regulations for repair procedures and guidelines.
- Washes and cleans vehicles.
- Operates various motor vehicles and heavy machinery, e.g., automobiles, trucks, busses, fork lift.
- Operates a wide variety of standard handheld and heavy equipment and tools utilized in auto repair, e.g., grinders, sanders, hammers, air chisels, rivet guns, saws, spray guns, sheet metal breaks, shears and rolls, metal lather, frame pulling, cutting torches, metal cutting machines, arc, mig, tig and gas welders.
- Performs vehicle road tests as needed.
- Disposes of waste and hazardous materials in accordance with prescribed safety policies and environmental procedures; maintains cleanliness of garage facilities and equipment.

- Performs various administrative duties, e.g., communicates and negotiates claims and repairs with insurance companies; estimates time and materials for repairs; maintains appropriate repair logs and records; maintains parts and equipment inventory records.
- Conforms to safety standards as prescribed.
- Performs other duties as assigned.

**MINIMUM REQUIREMENTS**

- High school diploma, GED, or other equivalent.
- Two (2) years of responsible experience in the repair and painting of automotive bodies and equipment.
- An equivalent combination of education, training, and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.
- Must possess and maintain a valid Class "A" Commercial Driver's License.
- May require the possession of or the ability to obtain a Class "B" Commercial Driver's License.

**KNOWLEDGE, SKILLS, AND ABILITIES**

- Requires the ability to display knowledge of tools, methods, materials, and techniques of the specialty area.
- Requires the ability to display knowledge of operation and maintenance of hand and power tools.
- Requires the ability to display knowledge of occupational hazards and safety precautions.
- Requires the ability to display knowledge of applicable codes, regulations, standards, techniques, methods, practices, and tools of the trade.
- Requires the ability to operate, maintain, and care for power and hand tools and specialized equipment.
- Requires the ability to display knowledge of basic arithmetic.
- Requires the ability to perform maintenance and repair tasks.
- Requires the ability to repair, develop, or install telecommunications systems, computer hardware or network systems and complex software or management information systems.

**PHYSICAL DEMANDS**

While performing the essential functions of this job the employee is regularly required to stand, use hands to finger, handle, or feel, reach with hands and arms and is frequently required to bend at the waist, stoop, or crouch, and lift and/or move up to 50 pounds. The work also requires the following physical abilities in order to perform the essential job functions: balancing, climbing, crawling, grasping, hearing, kneeling, lifting, mental acuity, pulling, pushing, repetitive motion, speaking, talking, and visual acuity.

**WORKING CONDITIONS**

Employees in this position work in a safe and secure work environment that may periodically have unpredicted requirements or demands.

**Date of Board Approval: June 20, 2017, effective July 1, 2017**

**Date of Revision:**