



Job Title: Shop Leader – Paint and Body Repair

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 – 22

APPROVED
ESCAMBIA COUNTY SCHOOL BOARD

JUNE 20, 2017

MALCOLM THOMAS, SUPERINTENDENT
VERIFIED BY RECORDING SECRETARY

JOB SUMMARY

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

ESSENTIAL JOB FUNCTIONS

- Coordinates, inspects and performs operation of a wide variety of skilled work involving the repair and painting of automotive and equipment body work; Assigns work and projects to personnel and reviews project status.
- Supervises entry level and skilled trades workers in the absence of the assigned supervisor.
- Instructs and trains personnel and directs the accomplishment of unusual problems and activities.
- Reviews incoming maintenance requests and work orders to determine man-power, tools, equipment, and material requirements.
- Performs highly complex 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.
- 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.
- 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.
- May perform vehicle road tests.
- Ensures all waste and hazardous materials are disposed of 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 various records and reports, e.g., job records, work orders; Inventory supply for parts, equipment, machinery, and tools; Material requests.
- Conforms to safety standards as prescribed.
- Performs other duties as assigned.

MINIMUM REQUIREMENTS

- High school diploma, GED, or other equivalent.
- Seven (7) to ten (10) years of responsible experience in the repair and painting of automotive bodies and equipment, to include experience in a senior position.
- 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 License. May require the possession of or the ability to obtain a Class "B" Commercial Driver License.

KNOWLEDGE, SKILLS AND ABILITIES

- Requires the ability to display knowledge of supervisory principles and practices.
- 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 act as a lead worker.
- Requires the ability to display knowledge of applicable codes, regulations, standards, techniques, methods, practices, and tools of the trade.
- Requires the ability to display knowledge of operation, maintenance, and care of 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 perform technical or trades-based work that requires a solid understanding of basic algebra and statistics OR use of heavy equipment.

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 100 pounds. The work also requires the following physical abilities in order to perform the essential job functions: balancing, climbing, crawling, grasping, hearing, kneeling, 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: