JOB DESCRIPTION
Grossmont Union High School District

AUTO BODY SPECIALIST

Purpose Statement:

The job of Auto Body Specialist is done for the purpose/s of preparing vehicles for painting; replacing auto parts; repairing damage to district vehicles; and maintaining district vehicles in a safe and attractive working condition.

This job reports to Director, Transportation

Essential Functions

- Calculates time and materials involved in repair work for the purpose of determining the cost of work.
- Coordinates the inspection of buses for the purpose of ensuring their safe operation and district compliance with state and federal safety regulations.
- Fabricates parts (e.g. sheets metal panels, braces, brackets, etc.) for the purpose of repairing damaged vehicles.
- Installs filters in paint booths for the purpose of providing necessary maintenance.
- Installs wheelchair and cargo hold downs and various types of lifts and ramps in District vehicles for the purpose of ensuring the availability and proper operation of services and systems.
- Maintains a variety of written materials for the purpose of documenting activities, providing reliable information, and complying with district, state and federal requirements.
- Monitors supply inventory (e.g. fullers, reducer, hardeners, paints, etc.) for the purpose of maintaining adequate levels of required materials.
- Performs a variety of automotive maintenance duties (e.g. lubricating doors, windows, locks; repairing mirrors, brackets, flooring, step wells, etc.) for the purpose of meeting transportation requirements.
- Prepares a variety of documentation (e.g. cost estimates, damage reports, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.
- Prepares body work (e.g. filling, sanding, priming, etc.) for the purpose of making it ready for painting.
- Repairs District Vehicle upholstery for the purpose of maintaining vehicles in a safe and attractive manner.
- Repairs minor and major body damage on district vehicles (e.g. cars, vans, school buses, trucks, tractors, trailers, off-road vehicles, etc.) for the purpose of maintaining district vehicles in safe and attractive working condition.
- Replaces auto parts (e.g. handles, hinges, quarter panels, flooring glass, etc.) for the purpose of maintaining vehicles in safe and attractive working condition.
- Transports district vehicles for the purpose of delivering them to the appropriate service location.

Other Functions

- Assists other personnel as may be required for the purpose of ensuring an efficient and effective work environment.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: operating equipment used in trade; adhering to safety practices; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read and follow instructions; and understand multi-step written and oral instructions. Specific knowledge required to satisfactorily perform the functions of the job includes: pertinent codes, policies, regulations and/or laws; principles of metals, paints, thinners, body fillers, tools, materials, and equipment used in repairing heavy and light duty vehicles; health standards and hazards; and safety practices and procedures.

ABILITY is required to schedule activities; gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing specific, defined processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a wide diversity of individuals; work with similar types of data; and utilize a variety of job-related equipment. In working with others, problem solving is required to identify issues and create action plans. Problem solving with data requires analysis based on organizational objectives; and problem solving with equipment is significant. Specific abilities required to satisfactorily perform the functions of the job include: communicating with diverse groups; record keeping; adhering to safety practices; being attentive to detail; meeting deadlines and schedules; and working under time constraints.

Responsibility

Responsibilities include: working under direct supervision using standardized routines; leading, guiding, and/or coordinating others; and operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is some opportunity to effect the Organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; frequent climbing and balancing; significant stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 10% sitting, 45% walking, and 45% standing. The job is performed under minimal temperature variations and some hazardous conditions.

Experience Job related experience within specialized field is required.

Education High School diploma or equivalent.

Required Testing

As required for position

Continuing Educ. / Training

None Specified

Certificates & Licenses

Valid Class B California Drivers License

Clearances

Criminal Justice Fingerprint/Background Clearance
TB Clearance

FLSA Status	Approval Date	Salary Grade
Non Exempt	11/10/2005	Unit I 52