

## **PAINT AND BODY TECHNICIAN**

### **Purpose Statement**

The job of Paint and Body Technician was established for the purpose/s of ensuring the availability of district vehicles in safe operating condition including determining needed repairs and/or replacements; performing required repairs, body work, paint and cosmetic detailing; and providing written documentation of repairs to meet district, state and federal requirements.

This job reports to Supervisor - Equipment Maintenance

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### **Essential Functions**

- Applies primer and repaints vehicle body surfaces using brush or spray guns for the purpose of completing required body work.
- Inspects and test drives repaired District vehicles including diesel powered buses, trucks, and automobiles for proper handling for the purpose of adhering to safety inspection standards and ensuring vehicles are in safe working condition.
- Maintains a variety of records (e.g. vehicle identification, mileage, inspection reports, maintenance reports, repair reports, etc.) for the purpose of documenting activities, providing reliable information, and complying with district, state and federal requirements.
- Operates a variety of hand and power tools (e.g. soldering equipment, cutting torch, blocks, hammers, wrenches, sander, spray guns, etc.) for the purpose of completing repair work in a safe and efficient manner.
- Performs repair work on and replacement of interior vehicle components (e.g. frame assemblies, floorboards, floor coverings, upholstery, ) for the purpose of maintaining the appearance and safe operation of the vehicles.
- Performs repair work on vehicle bodies (e.g. replacing front-end components, body components, doors, frame under body components; hammering out dents, buckles, and other defects using blocks and hammers; filing, grinding, and sanding repaired body surfaces; filling holes, dents, and seams; removing damaged fenders, panels, and grills; welding replacement parts in place) for the purpose of maintaining the appearance and safe operation of the vehicles.
- Prepares paint by blending and mixing for the purpose of matching colors for application to vehicle bodies.
- Prepares vehicle body surfaces to receive primer and paint (e.g. masking and taping) for the purpose of completing required body work.
- Prepares written documentation of repairs for the purpose of conveying information and meeting district, state, and federal requirements.
- Reviews damage reports for the purpose of preparing estimates of repair costs and planning work to be performed.

### **Other Functions**

- Performs other related duties as assigned for the purpose of ensuring an efficient and effective functions of the work unit.

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform single, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; operating tools/equipment used in maintenance of vehicles (e.g. hammer, sanders, welding equipment, torches, paint guns. etc.); preparing and maintaining accurate records; and operating standard office equipment.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: methods, techniques, and procedures used in the inspection, estimation, and repair of school buses, maintenance trucks and vans, staff vehicles, warehouse trucks, vans, and driver's education vehicles. Must adhere to procedures related to automotive and school bus vehicles; laws, rules and regulations pertaining to school bus operations and pupil transportation including Wyoming State Motor Vehicle Code and Education Code; recycling and disposing of hazardous waste; and safe driving principles and practices.

ABILITY is required to schedule activities and/or meetings; gather, collate, and/or classify data; and consider a wide variety of factors when using equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and utilize equipment under a variety of conditions for multiple purposes. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize a wide variety of types of job-related equipment. 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 ability-based competencies required to satisfactorily perform the functions of the job include: communicate clearly both orally and in writing; follow oral and written instructions; meeting deadlines and schedules; setting priorities; and working with constant and sustained interruptions.

**Responsibility**

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; and operating within a defined budget and/or financial guidelines. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to significantly impact 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; some climbing and balancing; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 10% sitting, 20% walking, and 70% standing. The job is performed under conditions with some exposure to risk of injury and/or illness and in some varying atmospheric conditions.

**Experience** Job related experience within specialized field is required.

**Education** Targeted job related education that meets organization's prerequisite requirements.

**Equivalency** None Specified

**Required Testing**

- DOT Testing
- DOT Physical Exam

**Certificates & Licenses**

- ASE Certification desired
- Class B CDL with Bus Endorsement, S & P Endorsement, and Air Brake Endorsement

**Continuing Educ. / Training**

None Specified

**Clearances**

- Criminal Justice Fingerprint/Background Clearance
- Pre-employment Drug Test
- MVR (Motor Vehicle Record) Clearance

**FLSA Status**

Non Exempt

**Approval Date**

11/8/2010

**Salary Grade**

Classified 65

I HAVE READ AND UNDERSTAND THE SCOPE OF THE JOB AND HOLD THE MINIMUM REQUIREMENTS:

Employee Name (Please Print): \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_