



NEW: Submitted:  
07/17/2019 07/16/2019

JOB TITLE:	WORKER BODY
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	IB, GRADE 10
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8806
BARGAINING UNIT:	CLAE

#### SCOPE OF RESPONSIBILITIES

Assumes responsibility for the needed repairs to the body frame of vehicles owned by the school system including vehicles involved as second party in insurance claims.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Maintains daily work schedule and accurate records on assigned vehicles  
Processes work orders for parts used on vehicles  
Repairs damage to vehicle interior and/or exterior as required  
Repairs and paints body of vehicles in poor condition  
Assumes responsibility for quality and completion of all work assigned  
Assumes responsibility for proper use of tools, equipment and standard maintenance, and safety practices  
Straightens body frame  
Fabricates metal bus, car and truck parts  
Makes accident estimates (parts and labor) for vehicle repair for insurance company and/or the District  
Supervises the body shop in the absence of the foreman  
Performs other duties as assigned by supervisor  
Completes all trainings and other compliance requirements as assigned and by the designated deadline

#### PHYSICAL DEMANDS

The work is performed while standing or walking. The work requires the use of hands for simple grasping, pushing and pulling of arm controls and fine manipulations. The work requires the use of feet for repetitive movements. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull heavy weights. The work requires activities involving being around moving machinery, exposure to marked changes in temperature and humidity, driving automotive equipment, and exposure to dust, fumes and gases.

#### MINIMUM QUALIFICATIONS

High School Diploma or G.E.D.  
General knowledge of body shop operation  
Four (4) years of previous experience as a body helper  
Pass the Bennett Mechanical Comprehension Test  
A.S.E. Certification Body Worker, Painting and Refinishing  
Must have valid Commercial Driver's License (CDL)  
Effective communication skills

#### DESIRABLE QUALIFICATIONS

Knowledge of applicable school system policies and procedures

Successfully completed advanced body repair education program
Ability to work with people in a positive manner
Experience in a diverse workplace