



REVISED:
07/01/2012

JOB TITLE:	BODY WORKER
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	IB, GRADE 10
WORK YEAR:	260 DAYS
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

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 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 Drivers 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