



REVISED: Submitted:
07/17/2019 07/16/2019

JOB TITLE:	WORKER BODY
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
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