

AUTO BODY REPAIR TECHNICIAN

JOB DESCRIPTION

Classification Responsibilities: An Auto Body Repair Technician performs work associated with the make ready process for vehicles and equipment and body shop repairs and recordkeeping. Duties include: assisting with appraising vehicle accident damage including determining the extent and nature of damage and the most economical and efficient method of repair; computing and estimating labor and material damage repair costs; up-fitting vehicles post-delivery to make vehicles ready for use; inspecting new equipment and the work performed by vendors; assisting with the titling and licensing of all City vehicles with the exception of Fire equipment; setting up and maintaining vehicle records and status of new vehicle purchases; assisting with the creation of order guides; assisting with soliciting estimates from outside vendors for equipment and vehicle modifications; assisting with the entire auction process including setup, inventory, recordkeeping, and overseeing the auction contractor; and assisting with the management of the warranty process for new vehicles. Within the body shop, employees in this class will assign work as needed, coordinate the setup of new equipment; prepare City equipment for auction by coordinating the removal of items previously installed; create an itemized list of each vehicle for auction; prepare spreadsheets to track the sale of each item; coordinate accident repairs; write and collect estimates from outside vendors; prepare accident packets; evaluate accident repairs; perform paint and body work; coordinate the disposal of totaled vehicles; work with the City Attorney's Office; preserve evidence; and testify in court as needed. If work is done in-house, employees in this class are responsible for matching and mixing paints; removing all dents; straightening all bent and damaged body panels; sanding, applying primer coat and painting repaired surfaces of automobiles and equipment using a spray gun or other painting equipment; applying City markings to vehicles, inspecting returned and repaired equipment to ensure compliance with bid statement; installing equipment and determining appropriate placement for items; fabricating mounts and brackets; preparing equipment for auction by removing items previously installed from equipment/vehicles; and troubleshooting and repairing electrical circuits for arrow boards, strobe lights, overhead light bars, generators, and hydraulic power packs. This class is also responsible for performing related duties as required.

Distinguishing Features: Work requires the use of independent judgment in handling routine work problems. Employees are required to use appropriate safety equipment and procedures in performing assignments. General supervision is received from a Shop Foreman, who coordinates, assigns, and monitors work assignments. This class is FLSA nonexempt.

QUALIFICATIONS

Employee Values: All employees of the City of Mesa are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect, and Integrity.

Minimum Qualifications Required. Any combination of training, education, or experience equivalent to two to three years of experience in automotive body repair or new vehicle preparation, including some experience in appraising accident damages and estimating repair costs. Must possess and maintain a minimum of three (3) Automotive Service Excellence (ASE) certifications in collision repair and refinishing within one year of hire.

Special Requirements. Must possess a valid Arizona Driver's License by hire or promotion date. Must meet the qualifications to wear a tight fitting respirator by passing a medical evaluation in accordance with Code of Federal Regulations (CFR) 1910.134 by hire or promotion date and must maintain certification.

Substance Abuse Testing. Due to the safety and/or security sensitive nature of this classification, individuals shall be subject to pre-employment or pre-placement alcohol, drug and/or controlled substance testing as outlined in City policy and procedures.

Preferred/Desirable Qualifications. Graduation from high school or GED. Graduation from a nationally recognized Auto Body Collision repair training program or an Associate's Degree in Auto Body Technology. Inter-Industry Conference on Auto Collision Repair (I-CAR) Certifications in electrical/mechanical, aluminum structural, steel structural, non-structural, refinish, and/or estimator. ASE Master Auto Body certification.

ESSENTIAL FUNCTIONS

Communication: Communicates with coworkers, management, mechanics, vendors, customers, other departmental staff and the general public to prepare written work orders, data sheets, repair estimates, reports, etc.

Manual/Physical: Installs: graphics, decals, strobe lights, light bars, compressors, arrow boards, bodies and beds, tool racks and boxes, safety equipment, push bars, screens, emergency lighting, siren controllers, rear flashers, wireless K-9 monitoring electronics, video monitoring systems, and computer docking stations. Assigns numbers and fuel cards to new vehicles. Performs body and structural repairs on vehicles using common auto body repair hand tools. Matches and mixes paint; sands, applies primer coat and paints repaired surfaces of automobiles and equipment using a spray gun or other painting equipment while using respiratory protective equipment. Up-fitting vehicles post-delivery to make vehicles ready for use. Inspecting new equipment and the work performed by vendors. Prepare City equipment for auction by coordinating the removal of items previously installed. Create an itemized list of each vehicle for auction. Prepare spreadsheets to track the sale of each item. Assists with photographing accident damages; compiling accident packets; and obtaining accident reports from the Police Department and repair estimates from vendors. Operates motor vehicles requiring a standard Arizona Driver's License to move vehicles and/or equipment. Operates a forklift to move objects weighing 1,000+ pounds for distances of up to 1,000 feet. Installs and removes electrical circuits for arrow boards, strobe lights, overhead light bars, and other electrical equipment. Prepares equipment and assists with equipment auctions. Assists in the parts department as needed. Performs automotive parts inventories. Uses a computer to enter data and open and maintain repair records in the Fleet Anywhere system. Maintains complete work records. Uses common hand tools, such as a hammer, saw, screwdriver, or other tools to install and repair equipment. Cleans work area and equipment. Works with cleaning fluids and agents, chemicals, and paints. Works at elevated levels (15 feet when installing lights on top of vehicles) and in small, cramped areas (in or under a vehicle). Distinguishes colors to wire vehicles. Detects traffic sounds when working near moving traffic and backup warning devices when working around moving equipment. Meets scheduling and attendance requirements.

Mental: Assists with appraising vehicle accident damage including determining the extent and nature of damage and the most economical and efficient method of repair. Assists with soliciting estimates from outside vendors for equipment and vehicle modifications. Assists with the management of the warranty process for new vehicles. Computes and estimates labor and material damage repair costs. Understands instructions and schematic drawings. Coordinates work with body repair facilities. Comprehends and makes inferences from written material. Learns job-related material through on-the-job training.

Knowledge/Skill/Abilities:

Knowledge of:

principles and practices of equipment body repair;
principles and practices of accident appraisals, estimates and bidding;
methods, practices, materials and tools used for equipment body repair;
the mechanical and electrical parts of motorized equipment; and
accident damage repair estimating methods.

Skill in the use and care of the tools and equipment involved in preparing new vehicles for use and automotive body repair and painting.

Ability to:

assist with appraising vehicle accident damage including determining the extent and nature of damage and the most economical and efficient method of repair;
up-fit vehicles post-delivery to make vehicles ready for use;
inspect new equipment and the work performed by vendors;
assist with the titling and licensing of all City vehicles with the exception of Fire equipment;
set up and maintain vehicle records and status of new vehicle purchases;
assist with the creation of order guides;
assist with soliciting estimates from outside vendors for equipment and vehicle modifications;
assist with the entire auction process including setup, inventory, recordkeeping, and overseeing the auction contractor;
assist with the management of the warranty process for new vehicles;
coordinate the setup of new equipment;
prepare City equipment for auction by coordinating the removal of items previously installed;
create an itemized list of each vehicle for auction;
prepare spreadsheets to track the sale of each item;
coordinate accident repairs;
write and collect estimates from outside vendors;
prepare accident packets;
evaluate accident repairs;
perform paint and body work;
coordinate the disposal of totaled vehicles;
match and mix paints;
remove all dents;
straighten all bent and damaged body panels;

sand, apply primer coat and paint repaired surfaces of automobiles and equipment using a spray gun or other painting equipment;
apply City markings to vehicles;
inspect returned and repaired equipment to ensure compliance with bid statement;
install equipment and determine appropriate placement for items;
fabricate mounts and brackets;
troubleshoot and repair electrical circuits for arrow boards, strobe lights, overhead light bars, generators, and hydraulic power packs;
operate a forklift to move objects weighing 1,000+ pounds for distances of up to 1,000 feet;
install equipment and decals on new vehicles and inspect vehicles for proper specifications;
use a computer to access information;
photograph accident damages and prepare estimates on damages;
work safely without presenting a direct threat to self or others; and
establish and maintain effective working relationships.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

Revised and Replaces Equipment Technician 8/16

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PAY GRADE: 39

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JOB FCTN-MEC

IND-8380

INCREMENTS 81-200

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