



JOB TITLE:	<b>BODY &amp; FENDER MECHANIC</b>	DIVISION:	<b>BUS</b>
REPORTS TO:	<b>LEAD BODY &amp; FENDER</b>	EEO CATEGORY:	<b>07 - SKILLED</b>
FLSA:	<b>NON-EXEMPT</b>	SAFETY-SENSITIVE:	<b>YES</b>
CLASSIFICATION:	<b>REPRESENTED</b>	LOCATION:	<b>SAN RAFAEL</b>

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

### Position Summary

Under the direction of the Lead Body & Fender Mechanic, the Body and Fender Mechanic performs a variety of highly skilled repairs and refinishing to vehicle panels, doors, glazing, seating, structural components, mechanical and pneumatic systems, interior finishes and moldings. This classification uses a broad range of hand and power tools and other specialized equipment to fabricate, weld and work metal, plastic and fiberglass panels, and related structural components to effect collision repairs and routine maintenance of District owned vehicles and equipment.

### Essential Responsibilities

- Evaluates and estimates repair times and materials for collision damage to vehicle structural components and body panels
- Fabricates brackets, panels, and other parts from blueprints or drawings
- Welds, works and manipulates a broad variety of materials including metal, wood, fiberglass, plastic, vinyl, etc., to maintain and repair District vehicles and equipment
- Diagnoses, removes, replaces, adjusts, and/or repairs mechanical, pneumatic and electrical components common to the body systems on District vehicles and related equipment
- Locates and repairs body leaks at metal seams, exterior penetrations, and glass beading
- Straightens, fills, sands, masks, primes and paints body panels, doors, and structural components
- Performs heavy collision repairs requiring the use of hydraulic frame straightening equipment
- Prepares surfaces and installs exterior vinyl graphic decals
- Performs detailed written and computerized recordkeeping of repairs performed and materials used
- Provides normal and reasonable care of all District-owned property and tools provided
- Assists apprentice mechanics, new employees and less qualified employees in pursuing a high level of production, reliability and safety
- Adheres to the safety and health rules and safe working practices applicable to his or her job
- Establishes and maintains effective working relationships with District employees, customers, vendors and all others contacted during the course of work using principles of excellent customer service
- Performs additional related duties as assigned
- Regular and reliable attendance and performance are required



## Required Knowledge, Skills and Abilities

### Knowledge of:

- Standard methods and use restrictions of common paint types and equipment as regulated by Bay Area Air Quality Management District (BAAQMD)
- District Policies and Labor Agreement (MOU) Provisions
- Occupational health and safety rules and working practices applicable to this position

### Skills or Ability to:

- Accurately estimate time and materials required to perform damage repairs and/or paint/graphics refurbishment
- Read, understand, follow and/or apply oral and written instructions such as complex technical instructions presented in maintenance manuals, technical service publications, and product specification sheets
- Safely and effectively operate hand and power tools common to the automotive body and paint industry, including hydraulic frame straightening equipment
- Layout and apply vehicle paint and graphics schemes from proof diagrams
- Layout and fabricate panels, brackets, mounts, etc., from drawings or templates
- Work independently and with minimal supervision
- Communicate clearly and effectively both orally and in writing
- Establish and maintain cooperative and productive working relationships
- Perform computerized data entry and basic business office technology functions such as use of email, data entry, work order processing and materials requisition

## Minimum Qualifications

**Education and/or Experience:** Completion of a four (4) year apprenticeship program or approved equivalent; OR four (4) years of recent full-time experience in the automotive or bus body and fender repair industry.

**Required Tools:** At the time of employment, a new hire must provide their own personal set of hand tools in order to perform necessary work

**Required License:** Must possess and maintain a current, valid California driver's license and satisfactory driving record. No more than two moving violations and/or "at fault" accidents within the last 3 years of posting. No DUI's or Reckless Driving violations within the last 7 years.

**Physical Requirements:** Occasionally lift up to 100 lbs. maximum with assistance. Frequently lift, carry and manipulate up to 50 pounds. Frequent bending, kneeling and occasional climbing on 12-foot ladders and scaffolding. Works around fumes, odors and dust in an occasionally high noise level environment with appropriate personal protective equipment. Must be able to work outside in all weather conditions.