



JOB TITLE:	<b>TRIMMER</b>	DIVISION:	<b>BUS</b>
REPORTS TO:	<b>CHIEF MECHANIC – BODY &amp; FACILITY</b>	EEO CATEGORY:	<b>07 - SKILLED</b>
FLSA:	<b>NON-EXEMPT</b>	SAFETY-SENSITIVE:	<b>NO</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 direction of the Body Shop Chief Mechanic, maintains, fabricates, recovers and repairs seats, seat covers, headliners, benches, etc. Operates sewing machine, steamer and related tools and equipment. Performs additional related duties as required.

### **Essential Responsibilities**

- Removes, repairs and re-fabricates seat covers in District buses, cars and trucks; reinstalls seat covers, uses industrial sewing machines and other tools as necessary
- Removes and repairs arm rests, headliners seats, crash pads and seat back using tools as necessary; reinstalls when repairs are completed
- Maintains, repairs and/or replaces seat mechanical adjusters, recliner controls, webbing, frames and springs
- Makes patterns for cutting fabric; cuts material from patterns
- Fabricates seat covers, seat backs and seat cushions
- Makes recommendations regarding ongoing maintenance and cleaning of existing upholstery and seat mechanical systems
- Responsible for maintaining trim shop and related work areas in a safe and clean condition
- Uses and maintains all tools common to the work area in a safe and proper manner
- Performs detailed computerized and written work order recordkeeping of completed work and work in progress
- Works with procurement staff to specify proper seat and upholstery repair materials and helps ensure adequate stock levels of repair materials and supplies
- Knows and follows 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:

- Bus re-upholstery and repair work and mechanical skills necessary to work with seat adjuster and recliner mechanisms
- Proper use and care of industrial sewing machines, hand and power tools common to the trade
- District Policies and Labor Agreement (MOU) Provisions
- Occupational health and safety rules and working practices applicable to this position

### Ability to:

- Follow instructions and carry out duties and responsibilities as directed by supervisor
- Possess and provide full set of hand tools to complete assigned work
- Read, understand and apply complex technical instructions contained in repair manuals and related publications
- Achieve and maintain effective, professional and cooperative working relationships with all persons encountered during the course of work
- Communicate effectively both orally and in writing

## Minimum Qualifications

### Education/Experience Requirements:

- High school diploma or GED equivalent.
- Four years of experience in automotive or bus upholstery repair; apprenticeship may be counted toward experience on a year-for-year basis.

### Required License(s):

- Must possess and maintain a current, valid California driver's license and satisfactory driving record.
- No DUIs or reckless driving infractions within the last 7 years.
- No more than 2 moving violations within the last 3 years.
- May operate District vehicles.

### Physical Requirements:

Occasionally lift up to 100 lbs. maximum with assistance. Frequently lift, carry and manipulate up to 50 pounds. Working inside and outside in all weather conditions. Works around fumes, odors and dust in an occasionally high noise level environment with appropriate personal protective equipment.