

BODY AND FENDER REPAIRER LEADWORKER

DEFINITION

Under general supervision, provides lead direction and performs the more difficult automotive body and fender repair and modifications on a variety of City-owned vehicles and equipment.

SUPERVISION RECEIVED/EXERCISED

Receives supervision from the Equipment Supervisor. This class provides lead direction. Exercises no supervision.

DISTINGUISHING CHARACTERISTICS

Body and Fender Repairer Leadworker is the lead level class in the Body and Fender Repairer series. Incumbents provide lead direction and engage in the body and fender repair and modification of buses, automobiles, trucks, motorcycles and other City-owned vehicles and equipment. Incumbents also perform the more difficult repairs, modifications, and fabrications and ensure quality control. This class is distinguished from Bus Maintenance Supervisor I in that the latter is the first-line supervisory class in which incumbents supervise unskilled, semi-skilled and skilled equipment repair technicians on an assigned shift. This class is distinguished from Body and Fender Repairer in that the latter is the journey level class and incumbents are not required to provide lead direction.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

May include, but are not limited to, the following:

Coordinates, monitors, and provides lead direction in the automotive body and fender repair, modification, and fabrication on a variety of City-owned vehicles and equipment.

Performs the more difficult tasks, requiring initiative, discretion and advanced expertise.

Evaluates vehicle damage; prepares written cost estimates and establishes repair schedule; determines applicable repair; ensures quality control; maintains records and inventory of parts and supplies; prepares status and informational reports.

Sands, putties, applies primer and paints to repaired surfaces, and aligns and straightens body panels

Requisitions parts, tools, equipment, and materials needed for repair work.

Uses welding tools, equipment and techniques to perform repair of damaged vehicles, equipment and related components.

Cuts and installs automotive glass.

Repairs and recovers seats and upholstery.
Provides training to those engaged in body and fender repair.

Reads and interprets technical documents related to body and fender repair.

Maintains a clean work area and assists in the cleaning of shop areas and equipment.

Performs related duties as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Techniques, materials, tools, and equipment used in automotive body and fender repair and modification, including automotive painting and fabrication of parts, tools, and equipment.

Hazards and prescribed safety precautions pertinent to the trade.

Basic training and leadership techniques.

Skill to:

Perform automotive body and fender repair, modification, fabrication of parts, tools, and equipment, and automotive painting.

Safely operate a motor vehicle.

Ability to:

Adapt available tools and equipment to present problems and, when necessary, fabricate unavailable parts, tools, and equipment.

Weld using gas, arc, MIG and TIG equipment.

Establish and maintain effective working relationships.

Provide lead direction to, and plan and assign the activities of, skilled mechanics and other shop workers; provide technical assistance and training.

Operate modern office equipment including computer equipment.

Prepare clear, concise, and comprehensive records, reports, correspondence, and other written materials.

MINIMUM QUALIFICATIONS

Possession of a High School Diploma or equivalent GED completion;

AND

Three (3) years of full time paid experience in automotive or heavy-duty body and fender repair work;

AND

Possess a valid National Institute for Automotive Service Excellence (ASE) Master Collision Repair Technician Certification or the following four (4) ASE certificates:

- Painting & Refinishing (B2)
- Non-Structural Analysis & Damage Repair (B3)
- Structural Analysis & Damage Repair (B4)
- Mechanical & Electrical Components (B5)

Special Requirement(s):

Possess a valid California Driver's License at time of appointment.

Within thirty (30) days of appointment must obtain a valid Commercial Instructional Permit.

Within six (6) months of appointment must obtain and maintain a valid Commercial Class B California Driver's License with required endorsements and without air brake restriction.

APPROVED: _____ *Signature on File* _____ DATE: January 19, 2017
Director of Personnel Services

MR/DRF/jl/12/13/89
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Revised TJM:SCM:KP: lg 12/22/16