

City of Fort Worth, Texas Job Description

Classification Title	Senior Auto Body Repairer		
Job Code:	ST5280	Job Family:	Service Trades
Pay Grade	508	Date Reviewed:	06/05/15
FLSA Status	Nonexempt	Date Revised:	

GENERAL SUMMARY

Provides administrative and technical assistance in the daily operation of automotive and truck repair in the Light Wing shop, Body shop and Express Service shop. Provides City departments with the services and information they need for their fleets.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

1. Determines ways to cut repair costs and minimize vehicle down time. Provides repair estimates to departments' equipment coordinators for approval of repairs; sends weekly and monthly preventive maintenance past due report to each department's coordinator; and directly contacts vehicle drivers regarding excessively past due preventive maintenance before damage can occur to the engine.
2. Conducts daily shop safety briefings, sets up wrecker and tire service calls, and verifies and signs tire service invoices and other vendor invoices.
3. Handles City departments' fleet special needs by setting up paper work for detail services and accessories installation.
4. Assigns repair work based on technician's ability; checks quality of repair work performed in-house and by outside vendors; and sets appointments for future repairs.
5. Serves as a service writer in receiving input from customers regarding equipment problems or failures, inspects equipment and determines repairs needed, assists shop supervisor in setting priorities and making assignments, enters data into computer, and verifies entries, including labor hours.
6. Provides technical assistance to mechanics by diagnosing and repairing complex equipment problems, assists in making difficult repairs, performs normal duties of a master mechanic, makes actual repairs as time permits, inspects complex repairs and road tests equipment, assists in training of mechanics, and assists in maintaining warranties and other records such as safety recalls.
7. Assists shop supervisor in formal evaluations of mechanics, recommends positive recognition and disciplinary action for employees, and fills in as shop supervisor and as Express Shop Crew Leader in their absence.
8. Oversees shop housekeeping and operation of shop equipment.

9. Assist technicians in body shop on lowering cost of repairs in daily operation. Conducts daily meetings with technicians regarding down time of vehicles and scheduled repairs, diversity of different type of vehicles and their repairs, time sheets and employee upkeep, special projects request per departments, vehicle disposal and inventory of parts for reduced repair cost.
10. Communicates with customers and outside vendors regarding needed repairs and status of repairs.
11. Assists supervisor with day-to-day automotive repair operations at City service centers.
12. Performs other duties as required.
13. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.

KNOWLEDGE, SKILLS & ABILITIES

- **Knowledge of:**
 - Auto body repair methods, tools, and equipment.
 - Shop rules and procedures.
 - Parts availability.
 - Mixing paint colors.
 - City and Departmental policies and regulations.
 - Proper techniques and uses of a variety of hand tools and power tools.
- **Skill in:**
 - Planning and prioritizing.
 - Observation and decision-making.
 - Organization and time management.
 - Listening.
 - Customer service.
- **Ability to:**
 - Communicate clearly and effectively, both orally and in writing.
 - Lead others.
 - Organize workload.
 - React to unforeseen problems and work towards resolution.
 - Make sound decisions.
 - Correctly diagnose needed repairs.
 - Evaluate the quality of work performed by others.
 - Adapt tools and repair parts to specific repair problems.
 - Match and blend paint.
 - Perform strenuous manual labor tasks.
 - Follow written and verbal instructions.
 - Maintain records.
 - Establish and maintain cooperative working relationships.

MINIMUM JOB REQUIREMENTS

High school diploma/GED with specialized training in auto body repair and three years of directly related experience.

OTHER REQUIREMENTS

Valid Texas Driver's License.

WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, stooping, kneeling, crouching, reaching, walking, repetitive motions, climbing, balancing, pushing, pulling and lifting. Incumbents may be exposed to moving mechanical parts, odors, dusts, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, intense noises, gases, vibrations, chemicals, oils and workspace restrictions.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Heavy Work – Depending on assignment, positions in this class typically exerting up to 100 pounds of force occasionally, up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly having to move objects.