

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Auto Body Repair Technician	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Transportation Services	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	SALARY GRADE:	040 OSS
REVISED:	April 25, 2007		

BASIC FUNCTION:

Replace broken windows, repair seat covers or reupholster seats and perform minor body work, painting and electrical repair of the district's school buses and other vehicles.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

E = Essential Functions

Inspect and disassemble bus windows and frames, remove and replace broken glass, gaskets, and seals on district school buses and other vehicles. **E**

Measure, cut, grind, clean and install laminated glass, and replace moldings. **E**

Observe safety precautions in working from ladders and scaffolds. **E**

Select fabrics and supplies for upholstery and repair of auto and school bus seats. **E**

Repair damaged seat covers or prepare seat cover patterns for sewing and reupholstering seats. **E**

Remove graffiti from vehicles. **E**

Perform minor metal body repair work and fill, sand, prepare and spray-paint vehicles. **E**

Remove and replace electrical wiring associated with auto body repair; clean and wax vehicles and perform detailing and stenciling as necessary. **E**

Check and replace school bus safety equipment. **E**

Use hand and power tools such as welding and spray painting equipment, upholstery steamers, heavy duty sewing machine and serger, portable hydraulic ram, frame straightening jack and other tools and equipment. **E**

Make cost estimates of work projects. **E**

Maintain repair and work activity records. **E**

May change and repair tires and vulcanize tubes.

May drive a truck.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Any combination of training, experience, and/or education equivalent to graduation from high school and two years of diversified automotive upholstery, glass, and body repair work.

LICENSES AND OTHER REQUIREMENTS:

Possession of a valid California driver's license appropriate to the types of equipment road-tested or operated.

Successful completion of a district-provided driver's license training program within one year of selection.

Possession of a valid California driver's license with a Class A rating and passenger, air brakes, and tank endorsement within one year of selection.

Current Automotive Service Excellence (ASE) certification desirable.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Machinery, tools, fabrics and supplies for constructing, sewing, upholstering and repairing auto and school bus seats.

Minor electrical circuitry.

Reading and writing English communication skills.

ABILITY TO:

Do or quickly learn measuring, cutting, removing and setting of automotive window glass.

Operate hand tools, power tools, welding, and spray painting equipment commonly used to install auto glass, and perform paint and body work.

Apply finishing materials.

Use methods of automotive spray painting and detailing.

Perform minor electrical circuitry work.

Estimate material costs.

Establish and maintain effective working relationships with others.

Plan and organize work.

Meet schedules and time lines.

Maintain accurate inventory and work activity records Work independently with little direction.

Be in possession of hand tools appropriate to the job.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor work environments, including work in mechanic pits and under vehicles as necessary.

PHYSICAL REQUIREMENTS:

Good health, with strength and energy sufficient to maintain a rigorous work schedule involving driving and/or continuous heavy physical exertion; hearing and speaking to exchange information; seeing to perform assigned duties; standing for extended periods of time; dexterity of hands and fingers to operate tools and equipment; kneeling, bending at the waist and reaching overhead, above the shoulders and horizontally as needed; lifting light objects.

Note: Employees possessing a California driver's license with a Class A or B rating will be subject to random selection for alcohol or controlled substance testing.