TITLE: Automobile Body Repairer

REPORTS TO: Body Shop Manager

POSITION INFORMATION:

The Automobile Body Repairer repairs damaged body parts and bodies of vehicles in accordance with factory and dealership specifications, using hand tools and power tools.

DUTIES AND RESPONSIBILITIES:

*(Dealer: For each job function, check ''E'' if it is essential in your dealership or ''M'' if it is marginal.)*

E( ) M( ) Examine damaged vehicles and estimate repair costs.

E( ) M( ) Remove upholstery, accessories, electrical and hydraulic window-and-seat-operating equipment, and trim to gain access to vehicle body and fenders.

E( ) M( ) Position dolly block against surface of dented area and beat opposite surface to remove dents, using hammer.

E( ) M( ) Fill depressions with body filler, using putty knife.

E( ) M( ) Remove damaged fenders, panels, and grills, using wrenches and cutting torch.

E( ) M( ) Bolt or weld replacement parts in position, using wrenches or welding equipment.

E( ) M( ) Straighten bent automobile frames, using a pneumatic frame straightening machine.

E( ) M( ) File, grind and sand repaired surfaces, using power tools and hand tools.

E( ) M( ) Refinish repaired surface, using paint spray gun and sander.

E( ) M( ) Aim headlights, align wheels, and bleed hydraulic brake system.

E( ) M( ) Paint surfaces after performing body repairs.

E( ) M( ) Repair or replace defective mechanical parts.

QUALIFICATIONS:

Ability to read and comprehend instructions and information. Working knowledge of all aspects of repairs for damaged body parts and bodies of vehicles. Valid driver's license. Ability to interpret vendor catalogs. Two years of experience as a vehicle body repairer or apprentice.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

WORKING CONDITIONS:

This is a physically demanding position. Will stand six to eight hours per shift. Will lift parts weighing up to 70 pounds. Will be exposed to noise, vibration, dust, exhaust fumes, paint, and other hazardous and nonhazardous materials.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NOTE:

This is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts, or working conditions associated with the job. While this list is intended to be an accurate reflection of the current job, the dealership reserves the right to revise the functions and duties of the job or to require that additional or different tasks be performed when circumstances change (i.e., emergencies, changes in personnel, work load, rush jobs, or technological developments).

I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements and duties expected of me. I also understand that this job description does not constitute a contract of employment nor alter my status as an at-will employee. I have the right to terminate my employment at any time and for any reason, and the dealership has a similar right.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_

Employee's Name Employee's Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor's Name Supervisor's Signature Date

We are an Equal Opportunity Employer