

**GRANITE SCHOOL DISTRICT**  
**Classified Employee Job Description**

**Job Title** Auto Body Journeyman  
**Supervisor's Title** \_\_\_\_\_  
**Date Prepared** 6/99 **Date Reviewed** \_\_\_\_\_ **Date Reviewed** \_\_\_\_\_  
**Employee/Incumbent Review** \_\_\_\_\_ **Immediate Supervisor Review** \_\_\_\_\_  
**Dpt Aprvl** \_\_\_\_\_ **GCEA Review** \_\_\_\_\_ **HRM Aprvl** \_\_\_\_\_ **Supt Aprvl** \_\_\_\_\_  
**Location** \_\_\_\_\_ **Lane** \_\_\_\_\_  
**Implementation Date** \_\_\_\_\_ **ADA Review** \_\_\_\_\_

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**Job Summary**

Performs repairs and replacements to all district non-bus vehicle body and related components.

**Essential Functions**

Repairs or replaces necessary components of vehicles such as vehicle glass (windshields, door, side and rear), mirrors (door and rear view), body panels (doors, fenders, hood, bin doors, rocker panels, etc.), handles, locks, latches, hinges, bumpers, bumper covers, grills, exterior lights, weather stripping, decals and emblems, power and manual windows and lock assemblies, interior floor mats, dash mats, door panels, interior handles, seat belts, glove box latches, carpet and provides service to air bags.

Provides district and department identification for bus, police and maintenance vehicles. Washes, repairs (which may include fabrication or replacement of parts), removes rust, applies fillers and sands. Prepares surface masks, matches colors, primes, seals, paints, washes decals and recycles paint products.

Performs basic automotive electrical wiring and makes minor frame adjustments. Makes bid estimates on buses and other fleet vehicles and obtains bids where outside insurers are involved.

Makes paint repairs and paints (masks and preps) entire vehicles due to paint flaking, accidents, aging and rusting. Sands to removes rust, applies and sands body fillers, matches colors, paints (priming and sealing) and recycles paint products.

Performs basic automotive electrical wiring and makes minor frame adjustments.

Makes bid estimates on buses and other fleet vehicles and obtains bids where outside insurers are involved.

Maintains records of work orders and purchases for the body shop. Authorized to purchase up to \$500 on vouchers. Maintains an open purchase order for needed parts and

supplies. Assists with department budget preparation.

Oversees subcontractor work on bumper repair, bed liners, windshield replacement, sandblasting and protective coatings.

### **Non-Essential Functions**

Occasional other duties as assigned within skill level.

### **Required Knowledge, Skills and Abilities**

Must be familiar with standard body shop procedures in preparation, repair, paint, assembly and detailing of vehicles. Must have basic mathematical skills. Needs verbal and written communication and interpersonal skills. Requires ability to assess damage and determine best solutions. Must be physically able to lift large and awkward objects. Must be able to utilize appropriate tools of the trade such as hand tools, small and large power tools, welding equipment (MIG and Oxyacetylene), pulling posts, pneumatic sanders (dual action, in line and jitterbug), body hammers, dollies, straightedges, spray guns, paint (including primers and sealers, single and two stage finishes), buffers, uni spotter, slide-hammers, measuring tools, bench grinder, heat lamps, heat guns, windshield kits and adhesives. as well as needed equipment and materials. Must be aware of regulations governing shop operation as enforced by OSHA, EPA, ADA, State, district and local officials.

### **Minimum Entrance Requirements for Education and Training**

Must have high school diploma or equivalent plus one year of formal training in vehicle body work plus air bag certification (as outlined in the district Apprenticeship Program).

### **Minimum Entrance Requirements for Prior Work Experience**

Must have completed a three year closely monitored apprenticeship as outlined in the District Apprenticeship Program with demonstrated competence.

**Note:** The district administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience, some exchanges can be made between training and experience.

### **Decision Making Authority**

Makes decisions as to tools, materials and equipment needed for each work order. Assigns work to hourly helpers and monitors their performance. Makes repair/replace decisions. Determines quality of parts in making purchase decisions. Determines work that must be sub contracted.

### **Interaction with Others (Cooperative, Non-Authority)**

Interacts with all levels of personnel in transportation, maintenance, police, food services, district office, vendors and outside shops.

### **Supervision**

Participates in training and guiding apprentices. Supervises summer helpers. Assigns work and monitors performance.

### **Working Environment**

Works inside and outside in conditions that may involve dirt, grease, dust, paint and other chemical exposure, cold, heat, high moisture and in situations that require wearing protective clothing, respirator air masks.

### **Physical Demand**

Most lifting and moving in the 20 to 50 pound range, not exceeding 100 pounds.