

<b>Job Title:</b> Auto Body Repairman	<b>Wage/Hour Status:</b> Hourly
<b>Reports to:</b> Fleet Coordinator	<b>Pay Grade:</b> TR5
<b>Dept./School:</b> Transportation	<b>Date Revised:</b> August 11, 2023

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**Primary Purpose**

Repair and replace damaged body parts to ensure the operation of district vehicles.

**Qualifications**

**Education/Certification**

High School Diploma/GED  
Valid Class B Commercial Driver's License (Class B)

**Special Knowledge/Skills**

- Ability to communicate efficiently and effectively
- Ability to diagnose mechanical problems and perform repairs
- Ability to operate equipment and tools involved in vehicle repair
- Ability to lift heavy equipment and vehicle parts
- Ability to pass alcohol and drug test
- Ability to pass required bus driver safety training
- Acceptable driving record
- Ability to operate bus
- Ability to follow written and verbal instruction
- Ability to pass annual physical

**Experience**

Four (4) years' experience in body repair work  
Two (2) years' experience in installing auto glass

**Major Responsibilities and Duties**

1. Replace broken or pitted windshields and window glass in motor vehicles.
2. Remove, replace excessively damaged fenders, panels, and grills.
3. Refinish repaired surfaces by painting with primer coat and sanding it smooth.
4. Remove upholstery, accessories, electrical, and hydraulic window and seat operating equipment, and trim to gain access to vehicle body.
5. Fill depressions with solder or other plastic materials.
6. Operate paint spray equipment.
7. Perform various welding on vehicles to repair and replace damaged body part.
8. Paint letters, numbers, decals, and bumpers.
9. Use diagnostic equipment to evaluate mechanical problems in vehicles.
10. Perform minor mechanical repairs.
11. Assist technicians to complete major repairs.
12. Inspect vehicles and evaluate condition of systems, equipment, accessories, and lights; service as needed.
13. Compile, maintain, file reports, records, and other documents required.
14. Operate buses and vehicles as needed.
15. Estimate damage on vehicles for district administration and insurance agencies.
16. Work irregular hours as needed.
17. Respond to emergency calls as needed.
18. Operate vehicles, tools, and equipment according to established safety procedures.
19. Perform preventive maintenance on vehicles, tools, and equipment.
20. Ensure that equipment is in safe operating condition.
21. Follow established safety procedures and techniques to perform job duties, including lifting, climbing, etc.

- 22. Correct unsafe conditions in work area and report any conditions that are not correctable to supervisor immediately.
- 23. Perform other duties as assigned by supervisor.

**Supervisory Responsibilities**

None

**Equipment Used**

Automotive diagnostic equipment, wheel balancing equipment, tire repairing equipment, small hand tools, drills, drill press, grinder, air-powered tools, welding torch, torque wrench, jacks, and lift equipment. School bus and district vehicles.

**Physical and Mental Job Requirements**

**Mental Demands/Physical Demands/Environmental Factors**

Moderate walking, standing, climbing, stooping, bending, kneeling, and reaching, heavy lifting and carrying. Work indoor and outdoor, around moving objects, vehicles, and machinery with moving parts. Exposure to dampness and humidity, toxic chemicals, exhaust fumes, gasoline, and diesel fuel. Must be able to lift 45 pounds and over.

**Terms of Employment**

238 days; hourly rate to be established by the Board of Trustees

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved: \_\_\_\_\_

Job Title: \_\_\_\_\_

Date: \_\_\_\_\_

Approved: \_\_\_\_\_

Job Title: \_\_\_\_\_

Date: \_\_\_\_\_

My supervisor has reviewed this job description with me and has provided me a copy

Employee: \_\_\_\_\_

Date: \_\_\_\_\_

The El Paso Independent School District does not discriminate in its educational programs or employment practices on the basis of race, color, age, sex, religion, national origin, marital status, citizenship, military status, disability, genetic information, gender stereotyping and perceived sexuality, or on any other basis prohibited by law. Inquiries concerning the application of Titles VI, VII, IX, and Section 504 may be referred to the District compliance officer, Rosa Ramos at 230-2031; Section 504 inquiries regarding students may be referred to Kelly Ball at 230-2856.

El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 pueden ser referidas al oficial del distrito, Rosa Ramos at 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas a Kelly Ball al 230-2856.