

SUPERVISING AUTOMOTIVE BODY MECHANIC

DEFINITION

Plans, schedules, and supervises body and fender repair or replacement, and painting of automotive equipment.

TYPICAL DUTIES

Plans, coordinates, and supervises skilled work in removing, repairing, replacing, and painting body parts on automotive equipment; aligning and straightening of frames, axles, and other damaged parts; aligning front ends and balancing wheels; repairing and renewal of upholstery; replacement of glass; repairing window elevator mechanisms; and painting all types of automotive equipment.

Estimates cost to repair collision damage to motor vehicles, determines whether major repairs are cost-effective, and forwards cost estimates to the Division of Risk Management and Insurance Services.

Analyzes repair estimates and authorizes work to be contracted to private body shops.

Trains subordinates and inspects subordinates' work in progress and upon completion for conformance to standards.

Coordinates the work of the unit with that of other units of the Fleet Maintenance Section, other sections of the Transportation Services Division, and the users of automotive equipment being repaired.

Supervises the installation and maintenance of special equipment on driver training cars, school buses, and other vehicles, such as safety belts, fire extinguishers, special signs, and legally-designated lettering.

Maintains records of work performed in the unit for cost accounting, work scheduling, and related management purposes.

Assists in preparing bids.

Orders and maintains an inventory of supplies, tools, materials, and parts, and locates and requisitions special materials and parts.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Supervising Automotive Body Mechanic plans, schedules, and supervises automotive body repair, painting, and accessory installation work on automotive equipment.

A Garage Supervisor is responsible for the operation of a large garage or of all operations of a smaller garage, involving supervision of the repair, maintenance, and servicing of a variety of automotive and related equipment.

An Assistant Garage Supervisor assists in supervising fleet maintenance personnel in the repair of a variety of automotive equipment and may be responsible for a garage during an assigned shift.

SUPERVISION

General supervision is received from a Garage Supervisor and the Fleet Maintenance Manager. General supervision is exercised over employees in the classes of Automotive Body Mechanic, and Garage Attendant.

CLASS QUALIFICATIONS

Knowledge of:

- Techniques, methods, and procedures used in body and fender repair and painting
- Care and use of power and hand tools of the trade
- Characteristics and proper application of various types of paints and solvents, including methods of mixing and matching colors
- Commercial supply sources for special parts and materials used in body repair and painting
- Characteristics of wood, glass, metals, and other materials used in automotive body repair work
- Safety practices in the use of tools, torches, and other equipment

Ability to:

- Organize, direct, and supervise the work of others
- Maintain accurate records
- Perform all phases of the work and train others in safe and proper use of tools and equipment
- Mix and match paints, lacquers, and enamels

ENTRANCE QUALIFICATIONS

Education:

Graduation from high school or evidence of equivalent educational proficiency, preferably supplemented by courses in supervision.

Experience:

Three years of journey-level and/or supervisory experience in automotive body repair and painting work.

Special:

A valid California Driver License is required, and a Class A or B license is desirable.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Requirements are representative of the minimum level of knowledge, skill, and/or abilities. Management retains the discretion to add or change typical duties of a position at any time.

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