SCHOOL DISTRICT OF Sarasota County

JOB DESCRIPTION

PAINT AND BODY PERSON

SALARY SCHEDULE: SSP11

COST CENTER: TRANSPORTATION SERVICES (9030)

QUALIFICATIONS:

1. High School Diploma or equivalent.
2. Minimum of five (5) years experience in paint and body work.
3. Hold or ability to obtain Florida Commercial Driver’s License (CDL).
5. Hold or ability to obtain paint certification license.
6. ICar certified or equivalent for paint and body work estimates.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of paint consistencies and preparation. Knowledge of paint, thinners and primers. Skill to straighten/strengthen body parts, both metal and fiberglass. Knowledge of state regulations dealing with structures (buses). Understanding of estimating cost. Positive people skills. Ability to weld/fabricate structure and panels. Ability to communicate effectively, both orally and in writing.

REPORTS TO:

Supervisor, Transportation

JOB GOAL

To maintain the school bus fleet and other District-owned vehicles in a safe and attractive condition.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

* (1) Fabricate and repair damaged panels.
* (2) Prepare in-house cost estimates for repair.
* (3) Utilize special tools and equipment to straighten body parts and frames.
* (4) Install all decals and numbers.
* (5) Grind, sandblast, tape, mark and repair rust areas before painting.
* (6) Match paint and spray, dry and buff newly painted areas.
* (7) Order parts and supplies as needed.
* (8) Store flammable products in appropriate, State Fire Marshal approved facility.
* (9) Utilize paint sprayers and provide for proper cleaning and storage (Flammable Room).
* (10) Provide repair estimates for outside insurance work on county-owned vehicles.
* (11) Obtain three (3) estimates from outside shops before subletting body work.
* (12) Maintain equipment and tools utilized in the body shop.
* (13) Stay current on state of arts supplies (paints) and equipment.
* (14) Renew ASE training as required.
* (15) Demonstrate initiative in the performance of assigned responsibilities.
* (16) Provide for a safe and secure workplace.
* (17) Model and maintain high ethical standards.
* (18) Follow attendance, punctuality and proper dress rules.
PAINT AND BODY PERSON (Continued)

*(19) Maintain confidentiality regarding school matters.
*(20) Maintain positive relationships with staff and vendors.
*(21) Participate in workshops and training sessions as required.
*(22) Communicate effectively with staff and vendors.
*(23) Keep supervisor informed of potential problems or unusual events.
*(24) Respond to inquiries or concerns in a timely manner.
*(25) Prepare all required reports and maintain all appropriate records.
*(26) Follow all School Board policies, rules and regulations.
*(27) Exhibit interpersonal skills to work as an effective team member.
*(28) Demonstrate support for the School District and its goals and priorities.
*(29) Sustained focus and attention to detail for extended periods of time.
(30) Perform other incidental tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently and/or up to 20 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District’s approved compensation plan.
Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board’s policy on evaluation of personnel.

Job Description Supplement No. 01

*Essential Performance Responsibilities

©EMCS