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 [Current state of] 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.

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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) 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