

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).
- (4) School Board Driving Safety Certificate.
- (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) 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