



Job Title:	Auto Body Technician	Job Category:	Non-Exempt
Department/Group:	Garage	Reports To:	Executive Vice President
Location:	West Burlington, IA	Travel Required:	0-10%
Position(s) Supervised:	None	Position Type:	Full Time

Summary

Repairs damaged bodies and body parts of automotive vehicles such as automobiles, buses, and light trucks. Repairs damaged fiberglass. Sprays surfaces of machines, manufactured products, or working area with protective or decorative material such as paint, enamel, glaze, gelcoat, or lacquer. Must have ability to complete work start to finish, to include repair, prep, paint, clean, and reassemble.

Reasonable Accommodations Statement

To accomplish this job successfully, an individual must be able to perform, with or without reasonable accommodation, each essential function satisfactorily. Reasonable accommodations may be made to help enable qualified individuals with disabilities to perform the essential functions.

Essential Functions

- Examines damaged vehicles and estimates cost of repairs.
- Removes upholstery, accessories, electrical window and seat operating equipment, and trim to gain access to vehicle body and fenders.
- Straightens sheet metal.
- Fills depressions with body filler.
- Removes damaged fenders and panels. Bolts or welds replacement parts in position.
- Files, grinds, and sands repaired surfaces to match original contour.
- Refinishes repaired surface.
- Smooths and paints surfaces after performing body repairs.
- Assist mechanic with repairs and/or replacement of defective mechanical parts.
- Cuts away damaged fiberglass.
- Masks surrounding undamaged surface.
- Soaks matting in resin mixture and layers matting over repair area to specified thickness.
- Occasionally secures new panel to repair area.
- Polyresin repair.
- Cleans repair area with air gun.
- Cleans grease and dirt from product to prep for repair and painting.
- Selects and mixes coating liquid to produce desired color.
- Turns sprayer valves and nozzle to regulate width and pressure of spray.



- Pulls trigger and directs spray onto work surface to apply prime or finish coat.
- Cleans spraying equipment and brushes with solvent.
- Removes and repairs rust.
- In addition to the above job description when the body shop employee does not have work to perform on the above items will assist bus cleaners, mechanic helpers and building maintenance. See appropriate job description.
- Other duties as assigned

Position Qualifications

- High School Diploma/GED Required.
- 3+ years’ experience in fleet body repair/fiberglass work/painting
- General welding knowledge and experience
- Personal set of tools, to include painting equipment and hand tools.

Ability to:

- Obtain, possess, and maintain a Class B Commercial Driver’s License with passenger and air brake endorsements, *preferred*.
- Read, write, and speak English fluently.
- Successfully complete a background check up to Burlington Trailways standards.
- Stay current with DOT/FMCSA/FTA regulations pertaining to position.
- Perform work accurately and thoroughly and take accountability for such work.
- Demonstrate strong work ethic, honesty, integrity, reliability, and self-motivation.

Physical Demands

Definitions:

N (not applicable)	Activity is not applicable to this position
O (occasionally)	Position requires this activity up to 33% of the time (0-2.5+ hours/day)
F (frequently)	Position requires this activity from 33%-66% of the time (2.5-5.5+ hours/day)
C (constantly)	Position requires this activity more than 66% of the time (5.5+ hours/day)

• Stand	F	Lift/Carry	
• Walk	F	10 lbs. or less	F
• Sit	O	11 – 20 lbs.	F
• Manually Manipulate	F	21 – 50 lbs.	O
• Reach Outward	F	21 – 100 lbs.	O
• Reach Above Shoulder	F	Over 100 lbs.	O
• Climb	O		
• Crawl	O	Push/Pull	
• Squat or Kneel	F	12lbs. or less	F
• Bend	O	13 – 25 lbs.	F
• Grasp	C	26 – 40 lbs.	O
• Speak	F	41 – 100 lbs.	O



Equal Employment Opportunity

Burlington Trailways is an equal opportunity employer. In accordance with applicable law, we prohibit discrimination against any applicant or employee based on and legally-recognized basis, including, but not limited to: veteran status, uniformed servicemember status, race, color, religion, sex, pregnancy (including childbirth, lactation, or related medical conditions) age (40 and over), national origin or ancestry, physical or mental disability, genetic information (including testing and characteristics) or any other consideration protected by federal, state, or local law. Our commitment to equal opportunity employment applies to all persons involved in our operations and prohibits unlawful discrimination by any employee, including supervisors and coworkers.

Additional Notes

The company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills, and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the company reserves the right to change this job description and/or assign tasks for the employee to perform, as the company may deem appropriate.

Agreed to and Understood

Employee Printed Name	
Signature	
Date	