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# JOB DESCRIPTION: BODY SHOP TECHNICIAN

**DEPARTMENT:** BODY & EQUIPMENT

# REPORTS TO: SHOP FOREMAN

**Primary Function**

Exceed customer’s expectations while attending to service and repair demands in a professional manner. Position requires written explanations of services performed clearly documented for every vehicle.

**Essential Duties and Responsibilities**

* Review and diagnose services/repairs/production needed for each vehicle. Refer to repair order for instructions on how to proceed per customer’s request. Repair per RO professionally with speed and efficiency.
* Order parts needed for necessary repairs/services by furnishing the proper paperwork to the Parts Dept.
* Use a standard parts request form for necessary repairs/services/production.
* Use your Assembly, Fabrication and Electrical skills to perform the following superior services:
  + Installation of new or the transfer of used truck bodies and equipment: Van, Flatbeds, Dump, Landscape Bodies, Vacuum Pumps & Tanks, Lift gates, Hoists & Tool Boxes.
  + Perform wheelbase modifications to new and used trucks.
  + Complete repair of van bodies (roof, floors, walls, structure & doors).
  + Complete repair and service of lift gates, hoist & P.T.O.’s.
  + Complete repair & service of vacuum or product pumps and vacuum tank components.
  + Fabrication and assembly (welding and/or mounting) of steel and/or aluminum custom Components.
* Log time for performance of repairs/services/production on vehicles as instructed.
* Inform Shop Foreman upon completion of services/repairs for each vehicle. Check repair order for any additional instructions. Sign face of repair order when completed.
* Record services performed and parts used for each vehicle accurately and clearly as instructed on repair order. Record of services must be legible.
* Test drive repaired truck to verify conformance to specifications.
* Must follow safety procedures as instructed upon hire.
* Maintain work areas for cleanliness and safety measures.
* Report injuries to Shop Foreman immediately.
* Participates in special projects or assignments as requested.
* Maintain a valid driver’s license.
* Must follow safety procedures as instructed upon hire.
* Participates in special training programs, schools, as scheduled by supervisor.
* Participates in special projects or assignments as requested.

**Education and/or Experience**:

Associate’s degree or equivalent from two-year College or Technical school; or three years related experience and/or training; or equivalent combination of education and experience.

The ability to read, write clear and concise memos in legible penmanship. Computer keyboarding skills. The ability to calculate figures based on measurements needed for repair or service of vehicles. Must be able to read a schematic, use a measuring tape and understand basic geometry, as well as possess analytical problem solving skills.

**Physical Demands**:

Must be able to lift 50 pounds, climb up/down ladders, in/out of vehicles and use power and hand tools.

Must have own tools. (A list is available).