

<b>Job Title:</b>	Body Shop Technician	<b>Date:</b>	April 1, 2017
<b>Department/Group:</b>	Service	<b>Reports to:</b>	Body Shop Manager
<b>Location:</b>	Fort Worth, Texas	<b>Travel Required:</b>	Minimal
<b>Level/Salary Range:</b>	Based on Experience	<b>Position Type:</b>	Hourly

**Job Purpose:**

As a Body Shop Technician you will be responsible for performing repairs and service as assigned in accordance with manufacturer and insurance standards.

**Duties:** Essential Duties include the following. Other duties may be assigned.

- Routine shop maintenance.
- Ability to weld is a plus.
- Paint Experience a plus.
- Checks parts against estimate and ensures proper parts are ordered and received.
- Prepares vehicles for body repair work.
- Maintains tools and equipment in a proper state of repair.
- Maintains and wears all required safety and health personal protective equipment, including respirator, in the manner recommended by the equipment manufacturer.
- Complies with all laws and regulations pertaining to paint, thinners, and other hazardous materials.
- Reports any deviations to management.
- Cooperates and assists other personnel in the repair and prepping of vehicles.
- Operates all tools and equipment in a safe manner.

**Skills/qualifications:**

- Experience in a Paint and Body Shop setting
- Paint Experience a Plus
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to write routine reports and correspondence
- Valid Driver's License
- Minimum of 2 years' experience as an automotive body
- Working knowledge of body shop equipment and tools
- Basic mechanical understanding of an automobile

**Benefits:**

Medical, Dental, Vision, Life, Short Term Disability, 401-K, Vacation

\*\*Applicants must pass a drug screening before beginning work after receiving an offer of employment.

<b>Approved By:</b>		<b>Date:</b>	
<b>Last Updated By:</b>		<b>Date/Time:</b>	

