



EMPLOYEE NAME: _____

Revised: 1/86; 10/91; 3/92; 9/92; 3/93; 5/93; 6/93; 5/95;
10/96; 1/98; 11/07; 10/12; 12/14; 10/17; 6/18

JOB DESCRIPTION

POSITION TITLE: Lead Man, Body Shop	JOB CODE: 462E
DIVISION: Operational Support	SALARY SCHEDULE: Classified Hourly
DEPARTMENT: Fleet Maintenance	WORK DAYS: 258
REPORTS TO: Supervisor, Bus Shop	PAY GRADE: Rank D (NW04) (Foremen receives supplement of 10% of their salary)
FLSA: Non-Exempt	PAY FREQUENCY: Bi-Weekly
PRIMARY FUNCTION: Opens and closes Body Shop on a daily basis; plans and supervises the work performed by paint and body mechanics and helpers in the repair and maintenance of buses and related equipment.	

REQUIREMENTS:

1.	Educational Level: High School Diploma or GED required
2.	Certification/License Required: Valid Georgia Class B Commercial Driver’s License
3.	Experience: 5 years of collision repair
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities; ability to lift a maximum of 75 pounds; ability to pass spirometer test for respirator certification
5.	Knowledge, Skills, & Abilities: Written and oral communication; leadership; management; mechanical; computer knowledge

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

1.	Demonstrates prompt and regular attendance.
2.	Assigns work to paint and body mechanics, helpers and related personnel.
3.	Inspects work performed by paint and body technicians and other personnel in process and standards of repair upon completion, ensures that proper standards of repair work are maintained.
4.	Inspects tools and equipment for condition and proper use and maintains a safe and secure work place.
5.	Oversees bus wash and fuel island.
6.	Completes accident and vandalism estimates regarding physical damage to District vehicles and coordinates with Risk Management Department in completing accident reports.
7.	Ensures safety in storage and handling of hazardous materials.
8.	Maintains records of estimates, repairs, vandalism and operating expenditures.
9.	Opens and closes all work orders.
10.	Reviews and verifies personnel time cards.
11.	Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____