![Cobb County School District logo](COBB COUNTY SCHOOL DISTRICT)

JOB DESCRIPTION

POSITION TITLE: Mechanic, Paint and Body	**JOB CODE:** 462G
DIVISION: Operational Support	**SALARY SCHEDULE:** Classified Hourly
DEPARTMENT: Fleet Maintenance	**WORK DAYS:** Operational Administrative
REPORTS TO: Lead Man, Body Shop	**PAY GRADE:** Rank D (NW04)
FLSA: Non-Exempt	**PAY FREQUENCY:** Bi-Weekly
PRIMARY FUNCTION: Repairs and paints District vehicles and buses when damage occurs.	
REVISION DATE(S): 11/24	

REQUIREMENTS:

1.	Educational Level: High School Diploma or High School Equivalency required
2.	Certification/License Required: Valid Georgia Driver's License and safe driving record; must be able to obtain a valid Georgia Class B Commercial Driver's License within 60 days/2 months of start date
3.	Experience: 3 years of experience in collision repair field
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities; able to lift a maximum of 75 pounds; able to pass spirometer test for respirator certification
5.	Knowledge, Skills, & Abilities: Written and oral communication, 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.	Sands, putties, applies primer coat, and paints repaired surfaces of automobiles, trucks, buses, and related equipment bodies.
3.	Matches and mixes paint for application to vehicle surfaces.
4.	Repairs collision damage by using appropriate body repair equipment.
5.	Installs glass and upholstery when required.
6.	Completes paperwork as repair orders and labor sheets necessary for proper record keeping.
7.	Completes repairs within a reasonable time frame when compared to appropriate available flat rate repair manuals.
8.	Performs other duties as assigned by appropriate administrator.

Signature of Employee_____ Date _____

Signature of Supervisor _____ Date _____