

AUTO BODY SHOP SUPERVISOR

DESCRIPTION OF WORK

This is supervisory work involving the repair and fabrication of automotive bodies and interiors. Employee supervises body repairmen and upholsterers in the maintenance and repair of standard automotive bodies and in the design, fabrication, and installation of custom-built bodies for specialized automotive equipment. Work requires contacts with other departmental personnel, commercial automotive firms, and supply houses in securing information, specifications, and availability of parts and supplies necessary to determine the nature, extent, and type of work to be performed. Work is reviewed by administrative personnel for craftsmanship; also, through reports on production, economic operation of the shop, and further serviceability of items repaired or fabricated.

EXAMPLES OF DUTIES PERFORMED

Determines the extent of damages to wrecked vehicles; prepares work orders and assigns work to body repairman.

Plans, assigns, and reviews the work of upholsterers who repair, fabricate, and install automotive upholstery and other fabric items including the replacement of automotive glass.

Consults with other departmental personnel concerning the type and construction of custom bodies needed for individual types of automotive equipment; prepares specifications for such bodies and supervises their construction and installation.

Inspects completed work to determine if repairs and fabrications have been made according to instructions and specifications.

Maintains adequate levels of upholstery and body repair supplies; stocks automotive glass and maintains glass patterns for replacing broken glass on equipment.

Performs related duties as required.

RECRUITMENT STANDARDS

Knowledges, Skills, and Abilities

Considerable knowledge of the methods and practices used in automotive body repairs and upholstery work.

Demonstrated skill in the use and operation of machinery and tools used in upholstery work and in replacing auto glass.

Ability to plan, organize, and supervise the work in an auto body repair shop.

Ability to design special automotive bodies from specifications and measurements taken from individual pieces of automotive equipment.

Ability to maintain records and prepare written reports.

Minimum Education and Experience

Completion of high school and two years of experience in performing the full range of journeyman level tasks associated with the repair of automotive bodies and fenders; or an equivalent combination of education and experience.