



*The City Beautiful*

## City of Coral Gables Job Description

**Job Title:** Automotive Body Worker Foreman      **Prepared Date:** 12/07  
**Department:** Automotive      **Approved By:**  
**Classification:** 4012      **Approved By:**  
**Pay grade:** 19C  
**FLSA:** Non-Exempt

### Summary

This is responsible work overseeing, directing, planning, and performing skilled body and fender work in auto repair and painting at the journeyman level on automobiles, trucks and heavy equipment for the City of Coral Gables. Exercises initiative, decision-making, and independent judgment under the general direction of the Department Director.

### Essential Duties and Responsibilities

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification.

Receives and reviews daily work orders. Analyzes order and delegates work to appropriate personnel.

Provides guidance and assistance to body shop personnel especially regarding collision repairs and refinishing procedures.

Orders parts and materials needed to complete work ensuring that quality parts are obtained at competitive prices.

Supervises and performs major and minor repairs to bodies and fenders of wrecked vehicles, rounds out dents and fills damaged areas with fiber glass compound.

Prepares written estimates.

Supervises and performs the welding of breaks and fractures in sheet metal and frames, the straightening of frames with pressure equipment, and the repairing and soldering of radiator leaks.

Ensures that letters and stripes are properly placed on trucks, cars and other automotive and construction equipment. Oversees the installation of decals and trim accessories.

Supervises and participates in the brush or spray painting of a wide variety of municipal automotive rolling stock, such as trucks, road rollers, compressors, and other construction and maintenance equipment, as well as fire and police apparatus. Instructs, supervises and participates in the sanding, or rough or rusted spots.

Performs other related tasks as required.

## **Knowledge, Skills, and Abilities**

Thorough understanding of the principles, methods, materials and tools used in body and fender work is necessary. Knowledge of the occupational hazards and safety precautions of the trade and proper use of tools and machinery is essential. Knowledge of paints, lacquers, enamels, paint removers, fiber glass and other surface preparers and finishers and knowledge of their properties and applications is required. The ability to understand and act upon oral and written instructions including diagrams and the ability to make time estimates based upon instructions is required. Organizational skills used to maintain basic shop records and prepare reports is required. The ability to use sanders, polisher, brushes etc. And to skillfully letter and apply decals to vehicles is required. Ability to supervise the work of others in a manner conducive to full performance and high morale. Ability to establish and maintain effective working relationships with subordinates, co-workers, officials, and the general public.

## **Physical Requirements**

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of telephone and personal contact as normally defined by the ability to see, read, talk, sit, stand, hear, hands to fingers dexterity, handle, feel or operate objects, read and write English.

Work is performed both indoors and outdoors. Must be able to wear hard hat/helmet, safety glasses, safety shoes and gloves. Exposure to extreme temperatures, electrical hazards, noise, heights, fumes, and dust are common. The position requires the ability to lift materials in excess of 50 pounds on a regular basis and to work in awkward positions. The incumbent may be required to stand for long periods of time.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

## **Minimum Education and Experience**

High school diploma or equivalent

Minimum of six (6) years experience in a variety of automotive bodywork and painting at the journeyman level.

The incumbent must have a valid Florida driver's license, with CDL Class A certification.

CDL requirement may be waived for up to 90 days but must be obtained by the end of the 90 days for continued employment.

A comparable amount of training or experience may be substituted for the high school diploma