



**CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY**

**JOB POSTING #2019-28**

**CLOSING DATE: 11/30/19**

**Job Title:** Vehicle Body Shop Technician

**FLSA Status:** Non-Exempt

**Work Location:** 5658 Bear Lane

**Department:** Vehicle Maintenance

**Reports To:** Mechanic Supervisor

**Grade: 20 Salary:** \$20.58 - \$33.55  
(Min-Max)

**General Summary:** Working under direct supervision of the Mechanic Supervisor, performs a variety of time fixing the exteriors of Buses. Position also requires working along with other mechanics in mechanical repairs, conducting damage assessments, estimating cost of body repairs and managing paperwork and maintaining records.

**Essential and Marginal Job Functions:** Essential and other important responsibilities and duties that must be performed, with or without reasonable accommodation may include, but are not limited to, the following:

- Thoroughly examines the vehicle damages
- Remove dents and dings using various tools and supplies
- Apply primer and finishing coats using spray guns; rub down surfaces between coats.
- Mix/match paint so that it is similar to existing paint shade or select pre-mixed paint.
- Touch-up paintwork.
- Treat vehicles with rust-proofing chemicals.
- Straighten, pull, bend, and/or grind various body panels, fenders, bumpers and sheet metal as necessary.
- Return the vehicle back to factory specifications
- Remove vehicle trim to gain access to vehicle body
- Properly fill depressions with body filler and insure a quality repair
- Bolt or weld replacement parts in position using power tools and welding equipment
- Remove damaged panels, components and parts using power tools or cutting torch for repair or replacement
- Replace broken windows and windshield by installing glass; Cut and fit glass and plexiglass.
- Fill dents with plastic fillers; file, grind and sand repaired surface.
- Fabricate, weld, cut, grind and/or assemble various metal projects for special needs.
- Replace bolts on panels and align properly
- Make cosmetic repairs
- Construction of the bus body
- Performs general mechanical repairs on fleet vehicles.
- Raises equipment using jacks, hoist stands, or other available equipment using proper safety procedures.
- Assists in major mechanical repairs.
- Makes service road calls to troubleshoot problems and make minor on-site repairs and, as required, tow disabled vehicle back to shop for repair. Completes road testing of vehicles, as required.
- Independently diagnoses and repairs all defects on vehicles under the supervision of a Mechanic Supervisors.
- Completes all required reports and records in a timely and accurate fashion.
- Maintains work area in clean and safe working condition, which includes clearing floors and work surfaces of trash and debris, putting up working materials and equipment, and cleaning up spills.
- Maintains a dependable attendance record.
- Complies with Regional Transportation Authority policies and procedures.
- Establishes and maintains effective professional working relationship with those contacted in the course of work.
- Wears personal protective equipment and complies with safety regulations.
- Maintains confidentiality and interacts with others in an effective professional manner.
- Performs other duties as assigned.

*It is the RTA's business philosophy and practice to provide reasonable accommodation to the known physical or mental disabilities of qualified individuals, according to applicable state and federal law. To*

*request a reasonable accommodation regarding application for employment or the performance of the essential functions of your job, please contact the Human Resources Department at (361) 289-2712.*

**Qualifications include:**

**Knowledge of:**

- Vehicle maintenance and repair principles, procedures, methods, and techniques;
- Testing equipment and/or specialized tools;
- Standard safety procedures and precautions;
- Demonstrated knowledge of automotive body preparation procedures, spray painting techniques for automotive refinishing and repainting.
- Demonstrated knowledge of metal fabrication, cutting, welding and brazing.
- Demonstrated superior verbal and written communication skills;
- Demonstrated problem solving skills; and
- Correct English usage, spelling and vocabulary.
- Ability to interpret the SDS (MSDS) safety material information for all chemicals being used daily within a shop environment.
- Knowledge of safety regulations

**Ability to:**

- Complete an assigned job;
- Work independently on the change, repair and adjustment of components or systems;
- Accurately complete repair records;
- Good manual dexterity, visual and hearing acuity;
- Comply with local traffic, DOT and FTA regulations concerning operation of RTA vehicles and adherence to safety sensitive position;
- Interact courteously and effectively with a diverse internal customer base;
- Work immediately before, during or immediately after an emergency as required as part of the RTA's Emergency Response Team to provide emergency services to the general public during emergency situations;
- Communicate effectively both verbally and in writing;
- Willingly foster a positive work environment;
- Understand and follow oral and written instructions; and
- Comply with Regional Transportation Authority policies and procedures.

**Skills:**

- Read and interpret service and instruction manuals; and
- Proficiency in computer database application(s).

**Experience and Training Requirements:**

This position requires any equivalent combination of the following training, education and experience that provides the individual with the required knowledge, skills, and abilities to perform the job.

- **Education:** Requires a high school diploma or GED but an Associate degree from 2-year college and/or enrollment in a post-high-school, RTA-approved, accredited vehicle mechanic trade program is strongly preferred. Certification by the National Institute for Automotive Service Excellence (ASE) is optional but preferred. National certification may be required to move past entry-level positions.
- **Experience:** Minimum three (3) years of directly related experience in Body Shop experience strongly preferred to include general mechanical experience.
- **License or certificate:** Must possess a valid Texas Driver's License and be able to obtain, within 60 days of hire, and maintain a Class B CDL with the appropriate endorsements to operate a bus in service.
- **Other Requirements:** Must be at least 21 years of age. Any job offer and continued employment is contingent upon completing and passing a pre-employment job agility evaluation, Department of Transportation physical, drug and alcohol screen and background investigation with not more than two moving violations or accidents in

the past three years, no more than one DWI/DUI in a lifetime, and no DWI/DUI in the past five years. Must possess own hand tools. Extensive paid training provided for advancement to Journeyman Mechanic.

**Working Conditions and Physical Requirements:**

While performing the duties of this job the employee will predominantly work in a shop environment. The employee is exposed to extreme weather conditions and to wet and/or humid conditions; moving mechanical parts; high, precarious places, and high noise levels. Employee will work in an environment where there is risk that they will be exposed to chemicals and fumes. Shift work including nights, holidays and weekends is required. Average amount of overtime and extended work hours are required. Work assignments are based on seniority. The noise level in the work environment is moderate to high. Requires strong mechanical ability. Standard physical activity includes, but is not limited to, standing, and walking activities. Essential & marginal functions require the ability to bend, kneel, squat, and twist safely. Work requires the ability to lift up to 60 lbs. Machinery and tool operation requires the use of safety equipment to include but not limited to, eye safety glasses and work boots.