

BUS BODY REPAIR WORKER

DISTINGUISHING FEATURES OF THE CLASS: This is skilled work involving responsibility for the efficient performance of an extensive body repair program involving the repair and replacement of damaged bus bodies or parts. The work is performed in accordance with established policies and procedures formulated by the school administrators. The work is performed under the general supervision of the Transportation Supervisor or Head Bus Driver. The work may involve the supervision of the work of skilled or unskilled subordinates. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Inspects for damage or deterioration and straightens, repairs and finishes damaged bus bodies or parts;

Operates a variety of equipment such as sanders, paint sprayers, pneumatic hammers and jacks, hand tools, welding torch, metal blocks, forming tools, steam cleaners and other tools applicable to the repair and replacement of damaged equipment;

Welds bumpers and fenders;

Prepares surfaces for painting and paints;

Mends and repairs bus body interiors such as seats and cushions;

Recommends the use of outside facilities for specialized repairs or in the event of a backlog of work;

Replaces damaged panels and removes dents and scrapes;

Assists in the preparation of preventive maintenance schedules and performs maintenance in accordance with prepared schedules;

Makes estimates of work costs and prepares requisitions for materials;

Keeps records on supplies and equipment that is used;

May paint bus body lettering in conformance with existing laws, rules and policies;

May be required to perform a variety of duties in the garage in support of the repair and maintenance program;

May supervise the work of skilled or unskilled subordinates in the area of activity.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL

CHARACTERISTICS: Good knowledge of the principles, practices, terminology and accident precautions of the trade; good knowledge of welding and painting; some knowledge of the machinist trade; ability to work from plans and specifications and to follow rough sketches and oral instructions; ability to lay out work for self and others; dependability; manual dexterity.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma **AND** one (1) year of experience as a journeyman body repair person; or similar work.

SPECIAL REQUIREMENTS: Eligibility for the appropriate level New York State Driver's License at time of application. Possession of valid license at time of appointment.