Job Description

Job Title: Body Technician Apprentice
Department: Body Shop
Reports To: Body Shop Manager/Service Manager

SUMMARY
Customer Service. Live customers come before everything else.

ESSENTIAL DUTIES
Essential Duties include the following. Other duties may be assigned.

Pre-washes all vehicles to remove dirt and debris prior to written estimates or painting.
Full detailing of all repaired vehicles before vehicles leave repair facility.
Daily vacuuming of paint booth and spraying down of the paint booth floor with Dust Command to aid in keeping dirt out of paint booth.
Periodical painting of the paint booth floor to keep overspray granules locked down to the floor.
Routine shop maintenance.
Checks parts against estimate and ensures proper parts are ordered and received.
Prepares vehicles for body repair work.
Notifies management of any additional repairs needed.
Notifies management of any difficulties or problems that may prevent a quality job from being performed or cause a change in the promised time.
Maintains tools and equipment in a proper state of repair.
Maintains and wears all required safety and health personal protective equipment, including respirator, in the manner recommended by the equipment manufacturer.
Complies with all laws and regulations pertaining to paint, thinners, and other hazardous materials. Reports any deviations to management.
Cooperates and assists other personnel in the repair and prepping of vehicles.
Understands, keeps abreast of, and complies with federal, state, and local regulations that affect body shop operations, such as hazardous waste disposal, OSHA Right-to-Know, etc.

EDUCATION and/or EXPERIENCE
• One year certificate from college or technical school; or three to six months related experience and/or training; or equivalent combination of education and experience.
• Associate's degree (A. A.) or equivalent from two-year college or technical school; or six months to one year related experience and/or training; or equivalent combination of education and experience.
• Bachelor's degree (B. A.) from four-year college or university; or one to two years related experience and/or training; or equivalent combination of education and experience.
• Two to four years related experience and/or training; or equivalent combination of education and experience.

LANGUAGE SKILLS
• Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

MATHEMATICAL SKILLS
• Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

**REASONING ABILITY**
• Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**CERTIFICATES, LICENSES, REGISTRATIONS**
Automotive Service Excellence (ASE) Certifications
Detailing
**Valid Driver's License**

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