

C.C. of Andover, Inc.

Job Description Form

Division: Collision Center of Andover

Location: Andover, Kansas

Job title: Body / Frame Technician Assistant / Helper

Reports to: Assigned Body / Frame Technician

Level/Grade: Shop-2

Type of position:

- Full-time
- Part-time
- Contractor
- Intern

Hours: _____

- Exempt
- Nonexempt

Position Summary:

Responsible for daily production as assigned, of sheet metal or frame repairs to all types of motor vehicles under direct supervision of body / frame technician.

General Description:

Ability to work with and for direct supervisor.

Effective time management skills.

Effective organizational skills to simultaneously manage and produce multiple vehicle repairs.

Ability to diagnose and identify motor vehicle damage.

Ability to assist with the repair or replacement or reconstruction all damaged motor vehicle components including sheet metal, plastics, fiberglass, suspension, frame(s), mechanical and/or electrical, glass and interior. Some sublet repairs excluded.

Ability to work in a fast paced environment with attention to detail.

Ability to seek and find support with body / frame technician regarding new vehicle re-construction procedures as necessary.

Ability to process and relay to body / frame technician, written documents regarding vehicle repairs status and supplements.

Ability to attend daily morning production meetings.

Ability to work in a team environment while working closely with direct supervisor.

MANAGEMENT RETAINS THE RIGHT TO ADD TO OR CHANGE THE RESPONSIBILITIES AND/OR DUTIES OF THIS POSITION AT ANY TIME.

Authorization(s) without Body / Frame Technician

Repair approval must be given by Body / Frame technician PRIOR to repairs starting for all vehicles assigned to team ,regardless of paperwork in vehicle or not. Applies to initial teardown, original estimate and supplemental repairs.

Work qualifications:

- One or more year(s) auto body experience.
- Ability to communicate effectively with direct supervisor.
- Working knowledge of repair materials for sheet metal and plastics.
- Basic interpersonal and written communication skills.
- Able to manage multiple tasks.
- Organized and ability to work with direct supervision.
- Have basic hand tools and some air tools necessary to complete work (or the ability to purchase).

Language / Reading Qualifications:

- Basic- Ability to read and comprehend simple instructions, short correspondence and memos. Ability to write simple correspondence.

Mathematical Skills:

- Basic- Ability to add, subtract, multiply and divide in all units of measure including metric, using whole numbers, common fractions and decimals.

Physical Demands:

- Ability to sit or stand 2/3 or more of the workday.
- Ability to lift up to 100 pounds.
- Ability to use hands to finger, handle or feel.
- Ability to stoop, kneel, crouch or crawl.
- Ability to reach with hands or arms.
- Ability to see at close vision (clear vision at 20 inches or less).
- Ability to identify and distinguish colors.
- Ability to perceive three dimensionally, judge distance & spatial relationships.
- Ability to perceive peripherally, left to right, while eyes are fixed on a given point.
- Ability to operate a motor vehicle.
- Ability to tolerate very loud noise (air hammers, grinders, welding, sanders).
- Ability to work in hot, cold and humid environments with exposure to caustic chemicals, airborne particles and precarious places with risk of electrical shock or vibration.

Performance Criteria:

- Labor hour efficiency at 125%.
- Effective time management.
- Quality of work product.
- Repair order communication and vehicle status with supervisor
- Attendance and work ethic.

Education Requirements

- High school diploma or GED
- Some I-Car training preferred
- Some A.S.E. training preferred

Salary / Commission

Negotiated and commensurate with abilities.

Payment Terms:

Salary / commission will be paid weekly.

Approved by: _____ **Signed:** _____

Accepted by: _____ **Signed:** _____

Date Hired:

Proposed or Actual Start Date:

Employee Screen Completed: Y / N **Date:**