

# C.C. of Andover, Inc.

## Job Description Form

**Division:** Collision Center of Andover

**Location:** Andover, Kansas

**Job title:** Body / Frame Technician

**Reports to:** Lead Estimator

**Level/Grade:** Shop-1

**Type of position:**

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

**Hours:** \_\_\_\_\_

- Exempt
- Nonexempt

**Position Summary:**

Responsible for daily production of sheet metal or frame repairs to all types of motor vehicles.

**General Description:**

Ability to work independently and without direct supervision.

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 repair or replace or reconstruct 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 additional information regarding new vehicle re-construction procedures as necessary.

Ability to process and relay to management, written documents to management regarding vehicle repairs status and supplements.

Ability to attend daily morning production meetings.

Ability to work in a team environment while working independently.

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

**Authorization(s) without Lead Estimator Approval:**

- Materials or supplies purchases up to \$100.00
- Rework of repaired / completed vehicles up to 2 panels for quality control

All other monetary purchases must be approved by Lead Estimator.

**Repair approval must be given by Lead Estimator PRIOR to repairs starting for all vehicles in shop regardless of paperwork in vehicle or not. Applies to initial teardown, original estimate and supplemental repairs.**

**Work qualifications:**

- Five or more years auto body experience.
- Ability to communicate effectively with insurance adjusters and shop management.
- Working knowledge of Frame Measuring system.
- Working knowledge of repair materials for sheet metal and plastics.
- Good interpersonal and written communication skills.
- Able to manage multiple tasks while prioritizing work assignments.
- Highly organized and ability to work independently and efficiently.
- Have full compliment of all 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:**

- High- Ability to calculate figures and amounts, to work with mathematical concepts such as fundamentals of plane and geometry.

**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 150%
- Effective time management
- Quality of work product
- Repair order communication and vehicle status with management

**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:**