

**Job Title:**  
**Body Shop Technician III**

**FLSA STATUS: Non-Exempt**  
**SUPERVISION RECEIVED FROM: Director of Maintenance**  
**DEPARTMENT: Maintenance**  
**WORK SCHEDULE: Rotational Schedule**  
**SUPERVISION EXERCISED OVER: N/A**

**MINIMUM QUALIFICATIONS:** A high school diploma. Four (4) years of progressively responsible full-time journey-level experience performing body/fender repair work on buses, commercial trucks, light rail vehicles or equivalent vehicles and/or equipment or successful completion of a District sponsored training and certification program.

**SUMMARY:** Effectively uses a variety of hand and power tools, welding equipment and specialized knowledge to fabricate, weld and manipulate a variety of materials to repair the bodies and frames of District revenue and non-revenue vehicles and other components common to the body of District vehicles and equipment; prepares and spot paints surfaces after repairs are completed; assists and/or purchases designated parts and supplies from vendors; performs off-site and/or emergency repairs; serves as a team leader for assigned projects; practices safe work processes and contributes to the creation and maintenance of a safe working environment for self and others; and performs other related duties as assigned.

**REQUIRED KNOWLEDGE, SKILLS, and ABILITIES:**

- **Obtain and maintain a valid Class A Louisiana driver's license issued by the Department of Motor Vehicles with proper endorsements and current medical certificate.\***
- Comply with drug and alcohol testing provisions for safety-sensitive employees as required by the FTA, Department of Transportation (49 CFR, Parts 40 and 655).\*\*
- Remove and repair damaged body panels, windows, doors, trim plates, mirrors, bumpers and other vehicle body components.\*\*
- Spot paint repaired areas utilizing single paint system and process.\*\*
- Read and understand blueprints and engineering specifications to build, assemble, and fabricate body components, tools and equipment.\*\*
- Read and understand schematics, operations, service and safety manuals.\*\*
- Understand and effectively follow written and oral instructions.\*\*
- Learn new skills and adapt to new and evolving repair technologies.\*\*

- Exercise good judgment and effectively solve practical problems\*\*
- Maintain attention to detail in a work environment of frequent interruptions.\*\*
- Work independently in the absence of supervision.\*\*
- Understand and follow guidelines for safe handling of toxic and/or caustic chemicals and other hazardous materials.\*\*
- Learn and effectively apply the District's policies and procedures.\*\*
- Establish and maintain effective working relationships with those contacted in the performance of required duties.\*\*
- Perform essential functions of the job without causing harm to self or others. Essential Duties:\*\*

Critical Thinking: Auto body techs must be able to look at a damage vehicle and assess what it will take to repair it and cost, as well as give quote for the estimate. 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. Maintains and wears all required safety and health personal protective equipment, including respirator, in the manner recommended by the equipment manufacturer. Cooperates and assists other personnel in the repair and prepping of vehicles. \*\*Other duties as assigned which are reasonably within the scope of duties enumerated above\*\*

**CATS is an equal opportunity employer. As such, CATS will recruit, hire, train, and promote in all job levels the most qualified persons without regard to race, color, creed, national origin, sex, age or handicap. All employment decisions are based on job-related standards and must comply with the principles of equal employment opportunity.**