

Capital Area Transit System

DEPARTMENT:	Maintenance
POSITION:	Body Shop Supervisor
OPENING DATE:	May 7, 2021
CLOSING DATE:	May 21, 2021
RECRUITMENT TYPE:	Internal/External

BODY SHOP SUPERVISOR

Summary/Objective

Directs the activities of body shop employees in performing body repairs, including meeting time schedules and productivity levels and maintaining quality standards.

Minimum Qualifications

- High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and 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 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.
- Two to four years related experience and/or training; or equivalent combination of education and experience.

Essential Duties

Responsibilities include but not limited to:

- Forecasts goals and objectives for the department and strives to meet them.
- Hires, trains, motivates and monitors the performance of all body shop employees.
- Prepares and administers an annual operating budget for the body shop.
- Directs and schedules the work of all body shop employees.
- Monitors technicians' daily productivity reports and corresponding payroll records.
- Follows up on parts department orders to ensure parts availability.
- Monitors progress and completion of vehicles in the shop, ensuring that proper repair and safety procedures are followed.
- Checks quality of completed work.
- Monitors paper flow to ensure that all documents are accounted for, filled out completely and legibly and filed or distributed to the appropriate parties.
- 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. Provides necessary training.
- Ensures that proper safety equipment is available and being used properly.
- Monitors the maintenance of paint booths, frame straightening equipment, and other large fixed assets to ensure long-term usage and value.
- Keeps abreast of new equipment and tools available and recommends purchases.
- Ensures that the work areas and customer waiting area are kept clean.
- Attends managers meetings.
- Maintains professional appearance.
- Other tasks as assigned.

Please complete online application and submit a resume to:

catscareers@brcats.com. Submittal must be received no later than Friday, May 21, 2021.

Capital Area Transit System (CATS) is an Equal Employment Opportunity employer. CATS does not discriminate against any applicant or employee on the basis of race, color, sex, religion, national origin, age, disability, or any other consideration made unlawful by applicable federal, state or local laws.