



Office of Human Resources  
Fleet Collision Technician - CJ3080

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### General Statement of Duties

Performs full performance journey level work in the repair of interior and exterior collision and other damage to vehicles and equipment in a full-service collision repair shop.

### Distinguishing Characteristics

This class is distinguished from the Fleet Collision Supervisor which is a first line supervisor. Incumbents in this classification may be required to repair any types or level of equipment and vehicles including light duty, medium duty, and heavy duty, as well as hand tools or other equipment as assigned. Positions in this classification are required to provide and replace hand tools.

### Essential Duties

Conduct routine and annual inspections and performs preventive maintenance on all vehicles.

Prepare and maintain documentation, records, and reports. Prepares inspection reports to identify and document vehicle accident damage and needed repairs. Coordinates usage issues or unusual repairs with vehicle manufacturers.

Observe all common shop safety standards.

Respond to field service calls and performs preventive maintenance on equipment in shop or in field locations.

Performs custom repair and replacement to equipment body parts and structures composed of metals, fiberglass, plastic, or other materials to manufacturer or other established standards.

Prepares, aligns, and adjusts repaired body surfaces for painting to standards using a variety of techniques including sanding, filling, sealing, and priming as appropriate.

Removes, replaces, attaches, and adjusts parts and equipment in preparation for repairs using hand or power tools, welders, and cutters.

Determines mixes of paints or other finishes and applies to repaired surfaces using a spray booth or other technique as necessary.

Removes and replaces other damaged parts such as glass, door locks, mirrors, seat assemblies, floor boards, inner door panels, emergency equipment, and decals.

Performs mechanical repairs while completing other repairs including electrical, brake, heating and air conditioning, hydraulics, and exhaust systems.

Fabricates structural and mechanical parts such as mounts and brackets from stock materials such as plastics, wood, metals, and fiberglass.

By position, prepares estimates on cost of repairs.

By position, participates in snow removal duties.

By position, trains and reviews the work of lower level technicians. Assists higher-level technicians.

By position, may be required to be on-call to address emergent needs.

Performs other duties as assigned.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

### Competencies

**Arithmetic** - Performs computations such as addition, subtraction, multiplication, and division correctly using whole numbers, fractions, decimals, and percentages.

**Decision Making** - Makes sound, well-informed, and objective decisions; perceives the impact and implications of decisions; commits to action, even in uncertain situations, to accomplish organizational goals; causes change.

**Oral Communication** - Expresses information to individuals or groups effectively; taking into account the audience and nature of the information; makes clear and convincing oral presentations; listens to others, attends to nonverbal cues and responds appropriately.

**Problem Solving** - Identifies problems; determines accuracy and relevance of information; uses sound judgment to generate and evaluate alternatives, and to make recommendations.

**Reading** - Understands and interprets written material, including technical materials, rules, regulations, instructions, reports, charts, graphs, or tables; applies what is learned from written material to specific situations.

**Technical Competence** - Uses knowledge that is acquired through formal training or extensive on-the-job experience to perform one's job; works with, understands, and evaluates technical information related to the job; advises others on technical issues.

### Knowledge & Skills

Skill in matching and blending of paints used in vehicular body repair.

Skill in performing a variety of body repair work.

Skill in disassembly and assembly vehicle bodies and body parts.

Skill in diagnosing and repairing electrical, heating, air conditioning, braking, and hydraulic systems.

Skill in fabricating necessary parts from available material.

Skill in estimating the cost of materials, equipment and labor.

Skill in maintaining and organizing files, records and documents.

### Level of Supervision Exercised

None

### Education Requirement

Graduation from high school or the possession of a GED, HiSET or TASC Certificate.

**Experience Requirement**

Three (3) years of body repair experience which must have included painting, fiberglass, plastics repair and welding.

**Education & Experience Equivalency**

Additional appropriate education may be substituted for the minimum experience requirements.

**Licensure & Certification**

By position, requires a valid Driver's License at the time of application.

Licenses and certifications must be kept current as a condition of employment.

**Working Environment**

Potential exposure to hazardous chemicals.  
Potential exposure to infections and contagious diseases.  
Subject to hazards of flammable, explosive gases.  
Potential exposure to cold weather conditions (indoor/outdoor).  
Potential exposure to housekeeping/cleaning agents/chemicals.  
Potential exposure to hazards from electrical/mechanical/power equipment.  
Potential exposure to hazards of steam and heat.  
Noise: sufficient noise to cause distraction or possible hearing loss.  
Subject to burns and cuts.  
Subject to electrical and radiant energy hazards.  
Subject to injury from moving parts of equipment or vehicles.  
Subject to many interruptions.

**Level of Physical Demand**

3-Medium (20-50 lbs.)

**Physical Demands**

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.):

Balancing: Maintaining equilibrium.  
Carrying: Transporting or moving an object.  
Climbing: Ascending or descending an object or ladder.  
Color vision: Ability to distinguish and identify different colors.  
Crawling: Moving about in a low or crouched position.  
Crouching: Positioning body downward and forward.  
Eye/Hand/Foot Coordination: Performing work through using two or more body parts or other devices.  
Field of Vision: Ability to sharply detect or perceive objects peripherally.  
Fingering: Picking and pinching, through use of fingers or otherwise.  
Handling: Seizing, holding, grasping, through use of hands, fingers, or other means.  
Hearing: Perceiving and comprehending the nature and direction of sounds.  
Kneeling: Assuming a lowered position.  
Lifting: Moving objects weighing no more than 50 pounds from one level to another.  
Pulling: Exerting force upon an object so that it is moving to the person.  
Pushing: Exerting force upon an object so that it moves away from the person.  
Reaching: Extending the hands and arms or other device in any direction.

Repetitive motions: Making frequent or continuous movements.

Sitting: Remaining in a stationary position.

Standing: Remaining in a stationary position.

Stooping: Positioning oneself low to the ground.

Talking: Communicating ideas or exchanging information.

Walking: Ability to move or traverse from one location to another.

### Background Check Requirement

Criminal Check

Employment Verification

By position, Motor Vehicle Record

### Assessment Requirement

None

### Probation Period

Six (6) months.

### Class Detail

**Pay Grade:** J-621

**FLSA Code:** N

**Established Date:** 9/21/2018

**Established By:** BM

**Revised Date:**

**Revised By:**

**Class History:**