



POSITION: **BODY AND FENDER MECHANIC (PS101213)**
Position is located in San Rafael at our Bus Transit Division.
This position is represented by the International Association of Machinists,
Peninsula Auto Mechanics Local Lodge #1414

SALARY RANGE: **\$43.49 per hour, 40 hour work week**
(Employee pays 7% of salary/wage toward CalPERS retirement plan)

DATE POSTED: **Tuesday, October 17, 2017**

CLOSING DATE: **Tuesday, October 31, 2017**

OPENINGS: **1 and to Create an Eligibility List**

OPEN TO: **All Qualified Applicants**

NOTE:

This position is being reposted. Applicants who have already applied need not re apply . All applications will be considered for this position.

POSITION DESCRIPTION:

Under the direction of the Chief Body and Facility Mechanic, the Body and Fender Mechanic performs a variety of highly skilled repairs and refinishing to vehicle panels, doors, glazing, seating, structural components, mechanical and pneumatic systems, interior finishes and moldings. This classification uses a broad range of hand and power tools and other specialized equipment to fabricate, weld and work metal, plastic and fiberglass panels, and related structural components to effect collision repairs and routine maintenance of District owned vehicles and equipment.

ESSENTIAL RESPONSIBILITIES:

- Evaluates and estimates repair times and materials for collision damage to vehicle structural components and body panels.
- Fabricates brackets, panels, and other parts from blueprints or drawings
- Welds, works and manipulates a broad variety of materials including metal, wood, fiberglass, plastic, vinyl, etc., to maintain and repair District vehicles and equipment
- Diagnoses, removes, replaces, adjusts, and/or repairs mechanical, pneumatic and electrical components common to the body systems on District vehicles and related equipment
- Locates and repairs body leaks at metal seams, exterior penetrations, and glass beading
- Straightens, fills, sands, masks, primes and paints body panels, doors, and structural components
- Performs heavy collision repairs requiring the use of hydraulic frame straightening equipment
- Prepares surfaces and installs exterior vinyl graphic decals
- Performs detailed written and computerized recordkeeping of repairs performed and materials used
- Provides normal and reasonable care of all District-owned property and tools provided
- Assists apprentice mechanics, new employees and less qualified employees in pursuing a high level of production, reliability and safety.

BODY AND FENDER MECHANIC (PS101213)

ESSENTIAL RESPONSIBILITIES (Continued):

- Adheres to the safety and health rules and safe working practices applicable to his or her job
- Establishes and maintains effective working relationships with District employees, customers, vendors and all others contacted during the course of work using principles of excellent customer service.
- Performs additional related duties as assigned.
- Regular and reliable attendance and performance are required.

REQUIRED KNOWLEDGE, SKILLS & ABILITIES:

Knowledge of:

- Standard methods and use restrictions of common paint types and equipment as regulated by Bay Area Air Quality Management District (BAAQMD).
- District Policies and Labor Agreement (MOU) Provisions.
- Occupational health and safety rules and working practices applicable to this position.

Skills or Ability to:

- Accurately estimate time and materials required to perform damage repairs and/or paint/graphics refurbishment.
- Read, understand, follow and/or apply oral and written instructions such as complex technical instructions presented in maintenance manuals, technical service publications, and product specification sheets.
- Safely and effectively operate hand and power tools common to the automotive body and paint industry, including hydraulic frame straightening equipment.
- Layout and apply vehicle paint and graphics schemes from proof diagrams.
- Layout and fabricate panels, brackets, mounts, etc., from drawings or templates.
- Work independently and with minimal supervision.
- Communicate clearly and effectively both orally and in writing.
- Establish and maintain cooperative and productive working relationships.
- Perform computerized data entry and basic business office technology functions such as use of email, data entry, work order processing and materials requisition.

MINIMUM QUALIFICATIONS:

Education and/or Experience: Completion of a four (4) year apprenticeship program or approved equivalent; OR four (4) years of recent full-time experience in the automotive or bus body and fender repair industry.

Required Tools: At the time of employment, a new hire must provide their own personal set of hand tools in order to perform necessary work

Required License: Must possess and maintain a current, valid California driver's license and satisfactory driving record. No more than two moving violations and/or "at fault" accidents within the last 3 years of posting. No DUI's or Reckless Driving violations within the last 7 years.

Physical Requirements: Occasionally lift up to 100 lbs. maximum with assistance. Frequently lift, carry and manipulate up to 50 pounds. Frequent bending, kneeling and occasional climbing on 12-foot ladders and scaffolding. Works around fumes, odors and dust in an occasionally high noise level environment with appropriate personal protective equipment. Must be able to work outside in all weather conditions.

BODY AND FENDER MECHANIC (PS101213)

HOURS:

The Bus Division Body Shop operates 5 days per week Monday through Friday (6:45am – 3:15pm)

APPLICATION PROCEDURE:

FAILURE TO MEET ANY OF THE REQUIREMENTS STATED BELOW MAY RESULT IN REJECTION OF YOUR APPLICATION

TO APPLY: www.goldengate.org/jobs

Applicants must apply online by the deadline date. Applications received after the deadline will not be considered.

The District's Human Resources Kiosk is available for filling out and submitting your online application and employment documents. The HR kiosk is located at the San Rafael Office. For directions and general information, visit our website www.goldengate.org.

The District's primary and official means of application notification is via EMAIL. Thus, applicants are advised to check their email for their application status updates.

THE FOLLOWING DOCUMENTS MUST BE SUBMITTED AT TIME OF APPLICATION:

1. GGBHT Online Employment Application
2. Resume (Scan and attach as PDF to your online application)
3. Evidence of completion of a four-year apprenticeship or equivalent (Scan and attach as PDF to your online application)
4. DMV H6 Printout - 10 year driving record (scan and attach as PDF to the online application)
 - This document can only be requested by the applicant from any DMV Office.
 - A complete DMV H6 will have *****END***** on the last page. Attach all pages to your application.
 - Any website generated report submitted by the applicant **will not be accepted**.
 - For **external applicants**: The applicant's submitted **DMV H6 Printout should be dated within 30 days from the date of the job posting**.
 - For **internal applicants** who are part of the Pull Notice Program, the Human Resources Department will submit a request for the applicant's DMV report.

SELECTION PROCEDURES will include:

- Skills Assessment Examination
- Panel Interview
- Department Interview for final candidates
- Medical Examination, post offer of “conditional employment” (this includes a drug test, physical and a functional performance physical.)*
- Background, Employment and Security Investigation

** This position is classified as U.S. Department of Transportation – Federal Transit Administration “Safety Sensitive.” Under DOT FTA regulations, employees in “Safety Sensitive” positions are subject to pre-employment, reasonable suspicion, post-accident, random and return-to-duty drug and/or alcohol testing.*

*** The District will only invite those candidates whose qualifications **MOST CLOSELY MATCH** the position requirements to continue in the selection process.*

AN EQUAL OPPORTUNITY EMPLOYER

It is the policy of the Golden Gate Bridge Highway and Transportation District to take all personnel actions on the basis of merit and other job-related factors, without regard to race, color, national origin, religion, sex (including pregnancy, childbirth, and related medical conditions), disability: physical or mental, age (40 and older), genetic information, marital status, sexual orientation and identity, medical condition, political affiliation or military status.

Applicants with Disabilities: The Human Resources Department will make reasonable efforts to accommodate applicants with disabilities to complete the Employment Application and in any job-related examination process. If you have special needs, please call (415) 257-4521 (Human Resources). The District's telecommunications device (TDD) for Persons with Hearing Disabilities is (415) 257-4554.

Revised 03/17/2014 SS

Revised 10/17/2017 AD

**HR Administration
Human Resources Department
1011 Andersen Drive
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