



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 546.7

Job Title: **MECHANIC – COLLISION REPAIR**

Pay Grade: 7

GENERAL SUMMARY:

Performs routine collision repairs on vehicles and equipment in the body shop.

RESPONSIBILITIES:

- Assists in repairing and restoring vehicles and equipment including minor body pulls, application of bondo, and panel bonding.
- Removes and reinstalls parts and wiring harnesses.
- Prepares vehicles for painting and assists with paint applications.
- Repairs and replaces windshields, and door glass regulators, and upholstery.
- Uses various collision repair tools such as: Mig Welders, sanding and painting equipment.
- Maintains a clean and safe work environment.
- Assists with various projects as requested.
- Must furnish own basic collision repair tools.

SPECIFICATIONS:

KNOWLEDGE:

Requires a High School Diploma or GED. Requires automotive repair or collision education/training from an automotive technology program lasting up to 18 months.

EXPERIENCE:

No experience is required. Automotive repair or collision experience may be substituted on a year-for-year basis for the education requirement.

License: Must have a valid Texas driver's license and compliance with the City of Houston's policy on driving. May require a valid Class A or B Commercial Driver's License (CDL).

COMPLEXITY:

Work consists of routine standard procedures where simple analytical ability is required to select and execute actions.

IMPACT OF ACTIONS:

Errors in work typically lead to minor inconvenience and costs. Work is typically performed under close to moderate supervision of simple routine duties to ensure completion. The supervisor or lead technician is generally close by to answer questions.

SPECIFICATIONS: (continued)

SUPERVISION EXERCISED:

Direct Supervision:

No direct report employees.

Indirect Supervision:

No indirect reports.

CONTACTS:

Internal Contacts:

Level of internal contact is extremely infrequent with virtually no contact beyond the immediate work unit/area. Interaction involves routine information exchange and/or simple service activity requiring common courtesy; e.g., answering questions, giving directions in response to simple requests.

External Contacts:

Level of external contact is extremely infrequent with virtually no outside contact. Interaction involves routine information exchange and/or simple service activity that requires common courtesy; e.g., directing calls, and answering simple questions.

PHYSICAL EFFORT:

The position involves considerable physical exertion, such as regular climbing of ladders, lifting of heavy objects (up to 80 pounds) on a highly frequent basis and/or assuming awkward positions for long periods of time.

WORK ENVIRONMENT:

There are routine exposures to significant levels of heat, cold, moisture and air pollution. The position may involve periodic exposure to chemical substances and physical trauma of a minor nature such as cuts, bruises and minor burns.

PHYSICAL SKILL:

Requires the ability to make coordinated gross motor movements in response to changing external stimuli within moderately demanding tolerances; or the ability to make coordinated eye/hand movements on a patterned response space within low tolerance demands with no real speed requirements.

MISCELLANEOUS:

All duties and responsibilities may not be included in the above job description.

JOB FAMILY:

Mechanic Helper
Mechanic - Collision Repair
Mechanic I
Mechanic II
Mechanic III
Assistant Shop Manager
Shop Manager

Effective Date: February 2016