



## Transit Body Shop Lead B33

Class Code:  
100202

Bargaining Unit: Blue Collar Union

AN EQUAL OPPORTUNITY / REASONABLE ACCOMMODATION EMPLOYER

CITY OF ALBUQUERQUE  
Established Date: Nov 25, 2019  
Revision Date: Nov 25, 2019

### SALARY RANGE

\$21.04 - \$22.04 Hourly  
\$1,683.20 - \$1,763.20 Biweekly  
\$3,646.93 - \$3,820.27 Monthly  
\$43,763.20 - \$45,843.20 Annually

### FLSA:

Non-Exempt

### POSITION SUMMARY:

**Lead, review, and participate in the more complex and difficult work of staff responsible for the construction, and repair of assigned vehicles, facilities, and equipment requiring welding or body work; perform a variety of technical tasks relative to assigned area of responsibility.**

This is a safety sensitive position subject to random drug/alcohol testing.

*Job descriptions are intended to present a general list of tasks/duties performed by employees within this job classification. Job Descriptions are not intended to reflect all duties performed within the job.*

### SUPERVISION RECEIVED AND EXERCISED:

Receive direction from higher level supervisory staff.

Exercise functional lead over lower level paint and body staff.

### ESSENTIAL AND SUPPLEMENTAL FUNCTIONS:

**ESSENTIAL FUNCTIONS:** (Essential functions may include, but are not limited to the functions listed below)

1. Lead, plan, train, and review work of staff responsible for the construction and repair of assigned vehicles, facilities, and equipment requiring welding or body work.
2. Provide technical assistance and train body shop personnel in their areas of work including proper maintenance work and safety methods, procedures and techniques.

3. Verify work for accuracy, proper work methods, techniques, and compliance with applicable standards and specifications.
4. Read, interpret, and follow blueprints, instruction, and work orders to ensure construction of vehicle panels, parts and equipment is completed in accordance to requested specifications.
5. Participate in the restoring, examining, and estimating costs of all body parts of automotive vehicles including trucks, paratransit, and buses.
6. Construct and repair equipment utilizing appropriate welding applications and techniques.
7. Plan, prepare, and participate in all aspects of painting vehicles.
8. Estimate, order, and maintain appropriate stock of materials
9. Deliver and pickup City automobiles, buses and heavy equipment from outside repair vendors.
10. Troubleshoot and maintain the machinery, tools, and equipment; diagnose and repair equipment failures.

**SUPPLEMENTAL FUNCTIONS:**

1. Respond to public inquiries in a courteous manner; provide information within the area of assignment; resolve complaints in an efficient and timely manner.
2. Perform related duties and responsibilities as required.

**MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:**

*Education and experience directly related to the minimum requirements below may be interchangeable on a year for year basis.*

High school diploma or GED; **and**

Two (2) years technical training in welding or vehicle restoration repair; **and**

Three (3) years of welding and vehicle restoration repair experience.

**ADDITIONAL REQUIREMENTS:**

Possession of a valid New Mexico Driver's License, or the ability to obtain by date of hire.

Possession of a City Operator's Permit (COP) within 6 months from date of hire.

Possession of a valid New Mexico Commercial Driver's License (CDL); Class A, (P) endorsement within six (6) months from date of hire.

Must be able to maintain CDL once obtained.

Must pass Department of Transportation (DOT) physical exam and required drug testing.

Possession of AWS (American Welding Society) Welder Certification preferred.

**PREFERRED KNOWLEDGE:**

- Principles and practices of vehicle body repair
- Methods and techniques of vehicle painting
- Principles and practices of upholstery replacement
- Principles and practices of plastic and metal welding procedures
- Body restoration tools and equipment including hydraulic jacks, pulling devices and body filler
- OSHA rules, codes and regulations
- Principles and procedures of record keeping
- Mathematical computations
- Occupational hazards and standard safety practices

**PREFERRED SKILLS AND ABILITY:**

- Lead, plan, train, and review work of paint and body staff
- Verify work for accuracy
- Read and interpret blue prints and specifications
- Provide technical assistance
- Analyze potential structural failures and make necessary reinforcements
- Work independently in the absence of supervision
- Establish and maintain effective working relationships with those contacted in the course of work
- Perform the essential functions of the job with or without reasonable accommodation

**WORKING CONDITIONS:****Environmental:**

Shop/field environment; travel from site to site; exposure to heat, hazardous welding equipment; and inclement weather conditions.

**Physical:**

Essential and supplemental functions may require maintaining physical condition necessary for standing, walking, crouching, bending and climbing for prolonged periods; moderate to heavy lifting and carrying; operating motorized vehicles and equipment.