

O'HALLORAN INTERNATIONAL, INC.

JOB DESCRIPTION

DEPARTMENT: Service

JOB TITLE: Body Shop Repair Person

REPORTS TO: Body Shop Foreman

PURPOSE: The purpose of this job is to effectively and efficiently repair vehicles with varying degrees of body damage in accordance with O'Halloran International's established policies and procedures.

JOB DUTIES:

Repair Duties:

- Inspects the unit, determining the necessary steps in correcting the body damage.
- Removes or fills dents using a variety of tools/equipment involving procedures such as welding, straightening of metal, and working with fiberglass/plastic according to body shop procedures.
- Assembles and/or disassembles mechanical components to make body repairs.
- Sands, masks, and grinds areas on the unit in preparation for painting.

Other Duties:

- Maintains an orderly work area, returning equipment and tools to proper storage areas when not in use.
- Records the service work performed and the time required to complete the job, noting any irregularities or concerns with the operation of the vehicle.

JOB REQUIREMENTS:

1. Knowledge of heavy duty truck/trailer repair and mechanical operations.
2. Knowledge of body shop repair procedures/techniques ensuring quality repairs and customer satisfaction.
3. Ability to operate a variety of body shop equipment such as oxy-acetylene torch, welders for steel and aluminum, sanding and grinding tools, etc.
4. Ability to move freely throughout the body shop area and other departments, as necessary.
5. Ability to learn O'Halloran International's service objectives and apply those objectives in the performance of job duties.
6. Ability to effectively communicate orally and in writing within the department as well as other areas of the company and with customers as necessary.
7. Ability to interpret and work from oral and written instructions.
8. Ability to perform basic mathematical calculations.
9. Ability to legibly document data such as time spent per vehicle for record keeping purposes.
10. Knowledge and ability to implement all safety procedures in accordance with established policies and procedures.
11. Ability to remain calm and professional during peak periods of activity.
12. Knowledge of organizational methods and the ability to manage multiple tasks simultaneously.
13. Ability to work daily and overtime as required.
14. Ability to assist in other work related areas as required.

BASIC PHYSICAL REQUIREMENTS:

Approximate: 8 Hour Day (may be longer during peak season)

Key: Occasional = 0% to 33% N/A = Not Applicable
 Frequent = 34% to 66%
 Continuous = 67% to 100%

Standing Frequent
 Sitting Occasional
 Walking Frequent
 Bending/Kneeling/Crouching/Stooping Frequent
 Reaching Above Shoulder Frequent
 Climbing (stairs, ladders, etc.) Occasional
 (See specific Standing, Sitting, Walking, Climbing requirements attached)

Working on Heights up to 10 feet:

Unprotected Heights Occasional
 Protected Heights Occasional

Lifting:

Lifting Weights from 1 to 100 Pounds Frequent
 (See specific Lift requirements attached)

Push/Pull/Maneuver Equipment/Products/Materials:

Weighing from 1 to 100 Pounds Frequent
 (See specific Push/Pull requirements attached)

Being Around and/or Operating Moving Machinery/Equipment Frequent

Operating a Vehicle (as a part of your job) Occasional

Read/Monitor Gauges on Various Equipment/Machinery Occasional

Hand Movements:

Recording Data Occasional
 Operating Office Equipment Occasional
 Operating Computer Occasional
 Simple Grasping (right and left) Frequent
 Firm Grasping (right and left) Frequent
 Fine Manipulating (right and left) Frequent
 (See specific Hand Movement requirements attached)

Foot Movements to Operate Foot Controls Occasional

Vision: Good Vision, Corrected to Normal; or Ability to Access Required Information and to Perform Job Duties YES

Color Definition Required: YES

Hearing: Good Hearing, Corrected to Normal; or Ability to Communicate/Understand Required Information and to Perform Job Duties YES

Mobility: Ability to be mobile throughout required work areas.

Office Occasional
 Multiple Locations Occasional
 Plant N/A
 Equipment/Maintenance or Repair Area Continuous
 Rough Terrain N/A
 Other N/A

BASIC PHYSICAL REQUIREMENTS:

Standing, Sitting, Walking, Climbing Requirements:

- Employee must access top of cab to remove/replace air shield extenders; paint trucks. Requires climbing ladder up to 80 rungs/hr. in 8 hours.
- Employee must access cab interior to service same; uses portable stairs to remove/replace truck parts. Requires climbing stairs up to 18 steps/hr. in 8 hours.
- Requires walking up to 1.3 mi., in 8 hours to access tools; to access all areas of trucks to prep, repair, paint same; to access back parts counter.
- Employee must access cab mount, chassis springs to repair same. Must access spaces with entries 20" x 14".
- Employee must remove cab floor; must remove/replace screws, rivets, bolts. Requires repetitive assumption of posture to access a point 6 inches from the ground, up to 60/hr..
- Employee must access under truck to remove/replace parts (springs, drive line). Must work in spaces with 20 in. headroom.
- Employee must sit to operate forklift/fork truck. Requires tolerance of seated posture up to .5 hr. per 8 hours.
- Employee must stand to prep, repair, paint trucks. Requires tolerance of standing posture up to 7 hr., over 8 hours.

Lifting Requirements:

- Employee must transfer power tools from ground to area of need; must remove/replace small truck parts (1/4 fender). Requires vertically transferring same weighing 10 lbs., from 6 in. to 72 in., up to 30/hr.
- Employee must transfer parts/tools (portapower, windshield) from storage area to area of need; remove/replace parts. Requires vertically transferring same weighing 25 lbs., from 8 in. to 70 in. up to 4/hr.
- Employee must transfer parts/tools (portapower, windshield) from storage area to area of need. Requires horizontally transferring same weighing 25 lbs., 4/hr., 200 ft. without mechanical assistance.
- Employee must transfer parts (floor rails) from staging area to area of need to install same. Requires vertically transferring same weighing 45 lbs., from 4 in. to 56 in., up to 4/hr.
- Employee must transfer parts (floor rails) from staging area to area of need to install same. Requires horizontally transferring same weighing 45 lbs., 4/hr., a distance of 25 ft. without mechanical assistance.

- Employee must remove/replace large parts (springs). Requires vertically transferring same weighing 80 lbs. from 2 in. to 45 in., up to 2/hr. (Total spring weight = 160 lb; designated two person lift.)

Push/Pull Requirements:

- Employee must open/close truck hood to access under same; check alignment of same. Must horizontally transfer same requiring a force of 85 lbs., 3/hr. a distance of 3 ft.
- Employee must remove/replace truck hardware. Uses hand tools requiring upper body forces of 40 lbs., up to 30/hr.

Hand movement Requirements:

- Employee must engage trigger on air tools (impact wrench, drill, grinders); engage trigger on paint gun requiring coupling forces of 7 lbs.) up to 360/hr.

BASIC MENTAL REQUIREMENTS

This job requires the mental capabilities to analyze situations and determine logical solutions in the body repair of vehicles. Additionally, calculating abilities, problem solving as situations arise and common sense are also necessary to accomplish job duties.

WORKING CONDITIONS AND EXPOSURES:

General body shop working conditions exist with varying temperatures. Working conditions include moving machinery/equipment, moving throughout the body shop area and exposure to paint fumes, noise, dust, solvents, thinners or exhaust fumes from trucks.

TRAINING:

Safety:

Right to Know
Personal Protective Equipment
Lock Out - Tag Out
Emergency Procedures
Hazardous Materials/Chemicals
Regular Safety Meetings

Other:

Employee Handbook
On-the-job Training

JOB QUALIFICATIONS:

Education:

High School Diploma or G.E.D.

Experience:

A minimum of three (3) years experience with a body repair shop, preferably working on heavy duty trucks and trailers.

"Note: This is not necessarily an exhaustive list of the job duties and requirements associated with this job, but is intended to represent an accurate reflection of the current job."

JOB DESCRIPTION
ACKNOWLEDGEMENT

Job Title: Body Shop Repair Person

YES ____ NO ____

I have been provided a copy of the job description, or the job functions have been explained to me.

YES ____ NO ____

I understand the requirements of this job.

YES ____ NO ____

I understand that this job description is not necessarily an exhaustive list of the job duties and requirements associated with this job, but rather is intended to represent an accurate reflection of the current job. Furthermore, management reserves the right to add, delete, and/or modify any of the job duties or requirements at any time.

Date

Applicant Signature