



City of Gulfport, Mississippi
Job Description

**Paint and Body Mechanic
(PABM)**

Department: 213 - Police
EEO Class: Skilled Workers
Date Revised: 3.31.2014

FLSA Status: Non-Exempt
Date Approved:

Position Overview

The Paint and Body Mechanic is responsible for the skilled metal repair and painted finish of police department vehicles.

The Vehicle Body Mechanic is to maintain and service all paint and body work to all of the City of Gulfport's Police Department vehicles and equipment. The Vehicle Body Mechanic is responsible for the performance of skilled tasks in the repairing of damaged body parts of vehicles including, but not limited to body line finishing, dent removal, door repair, metal bumper repair, metal work, and touch up finishing.

Essential Job Functions

Essential duties and functions, pursuant to the Americans with Disabilities Act, May include the following. Other related duties may be assigned.

- Follow supervisors' instructions as to which parts to restore or replace and how much time the job should take.
- Prepping of vehicles for painting and body repairs.
- Repairing damage areas with body fillers.
- Sand body areas to be painted and cover bumpers, windows, and trim with masking tape or paper to protect them from the paint.
- Fit and weld replacement parts into place, using wrenches and welding equipment, and grind down welds to smooth them, using power grinders and other tools.
- Prime and paint repaired surfaces, using paint spray guns and motorized sanders
- Remove damaged sections of vehicles using metal-cutting guns, air grinders and wrenches, and install replacement parts using wrenches or welding equipment.
- Fill small dents that cannot be worked out with plastic or solder.
- File, grind, sand and smooth filled or repaired surfaces, using power tools and hand tools.

- Remove upholstery, accessories, electrical window-and-seat-operating equipment, and trim to gain access to vehicle bodies and fenders.
- Position dolly blocks against surfaces of dented areas and beat opposite surfaces to remove dents, using hammers.
- Mix polyester resins and hardeners to be used in restoring damaged areas.
- Cut and tape plastic separating film to outside repair areas to avoid damaging surrounding surfaces during repair procedure, and remove tape and wash surfaces after repairs are complete.
- Remove small pits and dimples in body metal using pick hammers and punches.
- Fit and secure windows, vinyl roofs, and metal trim to vehicle bodies, using caulking guns, adhesive brushes, and mallets.
- Remove damaged panels, and identify the family and properties of the plastic used on a vehicle.
- Inspect repaired vehicles for proper functioning, completion of work, dimensional accuracy, and overall appearance of paint job, and test drive vehicles to ensure proper alignment and handling.
- Adjust or align headlights, wheels, and brake systems.
- Replace damaged glass on vehicles.
- Clean work areas, using air hoses, to remove damaged material and discarded fiberglass strips used in repair procedures.
- Apply heat to plastic panels, using hot-air welding guns or immersion in hot water, and press the softened panels back into shape by hand.
- Cut openings in vehicle bodies for the installation of customized windows, using templates and power shears or chisels.
- Proficiency using polisher to remove imperfections in surface of vehicle.
- General knowledge in using computers for paint mixture components/amounts.

Knowledge, Skills and Abilities

Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Thorough knowledge of vehicle body repair.

- Considerable knowledge of the occupational hazards and safety precautions of the trade.
- General knowledge in using computers for paint mixture components/amounts.
- Ability to diagnose defects in vehicle and equipment bodies and to repair such defects with reasonable proficiency.
- Ability to perform manual labor associated with major body repair work in related vehicles and equipment.
- Ability to follow oral and written instructions.
- Skill in the use and care of tools, equipment and materials used in the maintenance and body repair of vehicle, trucks, tractors and equipment.
- Vision abilities required include close, distance and color vision, depth perception and ability to adjust focus.
- Ability to apply heat to plastic panels, using hot-air welding guns or immersion in hot water, and press the softened panels back into shape by hand.
- Ability to cut openings in vehicle bodies for the installation of customized windows, using templates and power shears or chisels.
- Excellent organizational skills and a strong attention to detail are a must.

Education and Experience

Graduation from high school or acceptable equivalent, or vocational school. 1-2 years Experience in automotive paint and body repair.

Required Licenses or Certificates

Must possess a valid driver's license.

Physical Demands and Working Conditions

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical requirements include occasional lifting/carrying of 50+ pounds; visual acuity, speech and hearing; hand and eye coordination and manual dexterity necessary to operate equipment. Subject to sitting, standing, reaching, walking, twisting and kneeling to perform the essential functions. Working conditions are both indoors and outdoors with a moderate to high noise level and a requirement to complete tasks within the time frame required.