

AUTOMOTIVE BODY REPAIR/PAINTING TECHNICIAN

Recruitment #2007-0809DC-001

List Type	Original
Requesting Department	DPW-OPS-FLEET SERVICES
Open Date	8/17/2020 4:00:00 PM
Filing Deadline	9/7/2020 11:59:00 PM
HR Analyst	Deidre Steward

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INTRODUCTION

Located on the western shore of Lake Michigan, Milwaukee is an urban hub bursting with energy. Milwaukee provides a casual sophistication – big city appeal without the big city hassles. We are accessible and affordable, and our residents are welcoming. Milwaukee has evolved through the years, bringing together its unsurpassed old world charm with a breathtaking Art Museum, top-flight arts and cultural attractions, professional sports, lakefront festivals, recreational opportunities, and great restaurants.

PURPOSE

Under the direction of the Fleet Repair Supervisor Senior, the incumbent will conduct automotive and truck body repairs, painting and repainting as necessary due to accidents, deterioration, and normal wear and tear.

ESSENTIAL FUNCTIONS

- Make vehicle body repairs that are the result of accidents and normal wear and tear.
- Make body repairs using all types of body fillers and compounds.
- Perform spray painting to all types of equipment.
- Dismantle and reassemble component units of equipment requiring repairs.
- Perform primary and finish metal work in preparation for painting.
- Fabricate cab and body panels, steps and running boards, floor panels, rust preventive panels.
- Remove old paint, dirt and grease; prepare all surfaces for painting processes.
- Perform all types of welding.
- Install various decals such as logos, numbers and reflective safety markings as well as equipment identification processes such as steel stamping or welding.
- Perform internal undercoating of equipment to prevent rust damage.
- Remove and install door glass, door lock assemblies, and inside trim components, and upholstered accessories.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008.

CONDITIONS OF EMPLOYMENT

- Incumbents are required to possess a complete set of body repair worker hand tools needed to perform job in a safe and efficient manner.
- Ability to lift and move objects weighing up to 100 pounds and more weight with assistance.

MINIMUM REQUIREMENTS

1. Three years of professional auto body repair experience **OR** A combination of an associate degree in Auto Collision Repair and Refinishing, Automotive Technology or a related field from an accredited college or university **AND** one year of professional auto body repair experience.
2. Valid driver's license required at time of appointment and throughout employment.
3. A good driving record at time of application, throughout the selection process and throughout employment. Driving records will be checked.
4. Class B Commercial Driver's License (CDL) with the air brake endorsement within six months of appointment and throughout employment.

Equivalent combinations of education and experience may also be considered.

DESIRABLE QUALIFICATIONS

- Any ASE certifications such as B2, B3, B4, B5, or ASE Master Collision Repair Certification.

KNOWLEDGES, SKILLS, ABILITIES & OTHER CHARACTERISTICS

- Knowledge of auto body repair techniques, procedures, processes, methods, materials, tools, and equipment used in vehicle maintenance and repair.
- Knowledge of paints, finishes, color mixing, proper cleaning materials, and other related equipment.
- Knowledge of the methods, tools, materials, spray painting equipment and techniques.
- Ability to use hand tools and mechanical tools associated with automotive repair and pain preparation.
- Knowledge of safe work procedures and the ability to use hand tools in a safe manner.
- Ability to read and understand work-related documents such as manuals, policies, and procedures.
- Verbal communication skills to explain technical information to co-workers.
- Customer service skills to be able to positively interact with all levels of the organization.
- Ability to work with a diverse group of co-workers, supervisors and customers.
- Ability to work with a high degree of independence.
- Honesty and ability to safeguard all departmental property.

CURRENT SALARY

The current starting salary (7ON) is \$51,137 annually, and the resident incentive salary range for City of Milwaukee residents is \$52,671. *Appointment above the minimum is possible based upon level of experience and other qualifications and is subject to approval.*

The City of Milwaukee provides a comprehensive benefit program that includes the following:

- Defined Benefit Pension Plan
- 457 Deferred Compensation Plan
- Health and Dental Insurance
- Comprehensive Wellness Program
- Onsite Clinic Services
- Onsite Employee Assistance Program
- Long Term Disability Insurance
- Group Life Insurance
- Tuition Benefits
- Paid Vacation
- 11 Paid Holidays
- Paid Sick Leave and other paid leaves
- Flexible Spending Arrangement
- Commuter Value Pass

For full details of the benefits offered by the City of Milwaukee, please visit <http://city.milwaukee.gov/Benefits>

SELECTION PROCESS

THE SELECTION PROCESS will be job related and will consist of one or more of the following: education and experience evaluation; written, oral, or performance tests, or other assessment methods. The Department of Employee Relations reserves the right to call only the most qualified candidates to oral and performance examinations. Oral examinations may include written exercises. Selection process component weights will be determined by further analysis of the job.

INITIAL FILING DATE: The examination will be held as soon as practical after **Monday, September 7, 2020**. Receipt of applications may be discontinued at any time after this date without prior notice. However, recruitment may continue until the needs of the City have been met. Qualified applicants will be notified of the date, time, and place of the examination. Unless otherwise required by law, the City of Milwaukee will not provide alternative test administration. The applicant is responsible for attending all phases of the job selection process at the time and place designated by the City of Milwaukee.

ADDITIONAL INFORMATION

APPLICATIONS and further information may be accessed by visiting, <http://city.milwaukee.gov/DER/jobs>.

- Applications and transcripts should be submitted no later than the deadline listed above.
- If you would like assistance completing an application, please contact the Department of Employee Relations at (414) 286-3751 or staffinginfo@milwaukee.gov.
- The Department of Employee Relations is located at City Hall, 200 E. Wells St., Room 706, Milwaukee, WI 53202.