



Truck Body Shop Manager Job Description

The Body Shop Manager will manage repair shop/s and the personnel assigned to department/s.

Responsibilities

- Staff each shop/s accordingly to need. Work closely with Branch Managers and Human Resources to assure proper manpower and appropriate process is followed.
- Train, mentor workers to assure required skills are developed.
- Review safety in shop area and assure personnel have proper equipment and are using appropriately. Perform safety audits, and be part of solving any short comings.
- Complete proper administrative paper work via PC and / or forms.
- Facilitate warranty process and assure time frames are met in order to collect on warranty claims.
- Keep senior management informed of shop/s progress, needs, and concerns by completing weekly updates, attending meetings when requested, etc.
- Make recommendations to improve processes to lead to improved safety, customer service, and profits.
- Stay abreast of best practices and trends in the industry.
- Keep shop clean and safe by assuring tools and equipment are put back in proper storage areas. Assure trash is removed in timely manner.
- Manage time approval for shop employees also assure own time is submitted properly and in a timely manner. Need to approve time off and assure coverage in each shop/s.
- May need to perform repairs, depending on work load and available manpower.

Skills / Abilities

- Good leadership and mentoring skills.
- Good mechanical aptitude and repair skills.
- Ability to lift up to 70 lbs.
- Strong analytical, pc software, and math skills.
- High initiative for process improvement.

Requirements

- Minimum 5 years of applicable experience body work repair
- 5 years in a leadership role.
- Has solid knowledge of industry.
- Associates Degree preferred, Bachelor's degree a plus.
- Strong work ethic and initiative.

This specification is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his/her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned. Ability to competently perform all the essential duties of the position, with or without reasonable accommodation, demonstrated commitment, and the ability to work productively as a member of a team or work group are basic requirements of all positions at Bentley Truck Services.