



## Truck Body Technician Job Description

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The Body Shop Technician will perform all functions to repair, paint, and detail trucks, trailers, and box trucks.

### Responsibilities

- Make repairs to cargo boxes, trailers, frames, wheel bases.
- Will be responsible for body swaps.
- Accident repairs including paint work.
- Complete proper administrative paper work via PC and / or forms.
- Facilitate warranty process when applicable.
- Keep management informed of equipment and supply needs.
- Make recommendations to improve processes to lead to improved safety, customer service, and profits.
- Stay abreast of best practices and trends in the industry.
- May be required to assist in training less experienced technicians.
- Keep shop clean and safe by assuring tools and equipment are put back in proper storage areas. Assure trash is removed in timely manner.
- Be responsible for keeping track of time records relating to repairs, shop time, and payroll hours for oneself.
- Wear proper PPE, and inform management if any repairs or replacement is needed of such equipment.

### Skills / Abilities

- Good attention to detail and artistic ability.
- Good mechanical aptitude and repair skills.
- Ability to lift up to 70 lbs.
- Ability to use ladders, crawl, kneel, stretch when working on vehicles.

### Requirements

- Minimum 2 years of applicable experience body work repair
- Has solid knowledge of industry.
- A high school diploma or general equivalency diploma is preferred.
- Proficient in use of PC's and basic math.
- 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.*