



TITLE: Metal Technician

REPORTS TO: General Manager or Production Manager

SALARY STATUS: Non-Exempt (hourly or flagged)

JOB SUMMARY

The metal Technician is responsible for making repairs to all assigned vehicles, restoring them to pre-accident condition in accordance with industry standards and factory specifications.

DUTIES / RESPONSIBILITIES

- Repair damaged vehicles using technical information sheets following APS (Advanced Process Solutions) in accordance with repair orders (RO).
- Makes “repair or replace” decisions concerning safety, costs and cycle time.
- Remove upholstery, accessories, electrical and hydraulic window operating equipment and trim to gain access to vehicle and fenders.
- Perform structural or replacement repairs, airbag replacement and some mechanical work.
- Perform different types of sheet metal welding and metal finishing.
- File, grind, and sand repaired surfaces using power tools and hand tools.
- Work and communicate with Production Manager and Estimators on the vehicle repair status (including supplements).
- Meets or exceeds CARSTAR’s requirements for tech efficiency, cycle time (to keep vehicles on schedule for on-time delivery) and return rate.
- Utilize all required safety equipment, follows proper repair procedures and adheres to all requirements for hazardous waste disposal.
- Keeps personal work area organized and clean, returns tools and maintains parts/materials carts in an organized manner.
- Follow CARSTAR’s quality control processes and inspections.
- Perform assigned duties in a safe and responsible manner that does not expose yourself or other employees to unnecessary risk of injury.
- Attend daily release meetings.
- Other duties as assigned.

EXPERIENCE / SKILL REQUIREMENTS

- 2-5 years of auto body collision repair experience required.
- High School diploma/GED required, collision tech graduate preferred.
- I-CAR certification or ASE training required.
- I-CAR welding and ASE Structural (B4) certification strongly preferred.
- Experience using frame and measuring equipment.
- History of working independently and in a team environment.
- Highly organized, able to handle multiple concurrent assignments.



- Valid driver's license and insurable driving record.
- Must provide own tools (in working order)
- Must be able to work the following days and hours:
 - Monday – Friday (8:00 a.m. – 5:00 p.m.)
 - Every other Saturday (8:00 a.m. – 12:00 p.m.)

PHYSICAL REQUIREMENTS

Essential physical requirements include:

- Ability to stoop, bend and kneel, squat, kneel and pulling
- Extended periods of kneeling, bending, squatting and stooping to complete or inspect repairs.
- Carry and lift heavy objects (up to 80lbs)
- Manual dexterity and eye/hand coordination to operate equipment.
- Standing, sitting and walking
- Performing repetitive motions

WORK ENVIRONMENT

Exposure to:

- Paint, fumes and particles
- Dirt / Dust
- Chemicals / Toxins
- Varying heat / cold
- Intermittent noise