

U. S. POSTAL SERVICE  
**STANDARD POSITION DESCRIPTION**

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**FUNCTION APPROVAL**

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**JOB EVALUATION APPROVAL**

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**JOB TITLE**

Supervisor, Body Shop

**I. FUNCTIONAL PURPOSE**

Supervises a small sized work force engaged in automotive vehicle body repair for a large post office.

**II. RESPONSIBILITY FOR**

**1. Public Contact**

Has occasional contact with insurance adjusters about vehicle accidents and damage to vehicles.

**N. RESPONSIBILITY FOR (Continued)**

**2. Assets (Facilities/Equipments/Materials/Cash)**

- Exercises supervisory responsibility for the normal protective care of tools and equipment used.

**3. Personnel**

Takes personnel action for and supervises a small sized work force of body and fender repairmen and other workers.

**4. Work of Others**

**5. Budget**

**6. Safety**

Exercises a normal regard for the safety of self and others with particular emphasis for ensuring employee compliance with established safety policy and procedures.

1. Supervises a small sized work force engaged in automotive vehicle body repair.
2. Establishes body shop work practices; prepares work orders, and assigns employees to tasks.
3. Conducts a continuous on-the-job training program for body shop employees.
4. Reviews vehicle damage, establishes repair time and material costs, and determines the approach to repair of salvages.
5. Inspects finished work to ensure its acceptability.
6. Maintains vehicle repair histories and prepares statistical reports.

**IV. REQUIREMENTS FOR POSITION**

**1. Disciplines Acquired through Formal Schooling or Training**

Vocational level understanding of body and fender repair work.

**2. Experience**

Extensive experience in body and fender repair work, including activities and supervision over the work of others. Well-developed human relations and communications skills.

**3. Physical Requirements**

**4. Other Desirable Characteristics and Skills**

**V. NORMAL WORKING CONDITIONS**

A normal garage environment.

**VI. DEGREE OF DIRECTION OR SUPERVISION REQUIRED**

Diversified procedures and standards under general supervision.

**VII. NORMALLY SUPERVISED BY**

General Supervisor Vehicle Maintenance or designated Supervisor.