	U. L. PUSTAL SERVICE STANDARD POSITION DESI		•		
OMIGHAL DATE OF NAUE	GENERATION CODE	DATE OF THIS REVISION			
DISTRIBUTION					
	FUNCTION APPROVA				
SIGNATURE	TIYCE		1045		
	JOS EVALUATION APPRO	VAL			
SIGNATURE	TITLE		DATE		
	JOB TITLE				
Samuel Body Cho					
Supervisor, Body Sho	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 Contect

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

				tlam	

2 Assets (Factities/Equipments/Solerisis/Conh)

-- 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.

III. DUTIES PERFORMED IN EXECUTING THE RESPONSIBILITIES 3209 - 600.2

Supervises a small sized work torce engaged in automotive vehicle body repair.

- 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 Porast Schooling or Training
5. Notice Sharmon and angular and the
Vocational level understanding of body and fender repair work.
Vicational level understanding or body and remode are
ADCRETONIST POLICE STATES
2. Experience
· · · · · · · · · · · · · · · · · · ·
Extensive experience in body and fender repair work, including
Extensive experience in body and address to the second sec
activities and supervision over the work of others. Well-
the and supervision over the work or others. Here
activities and separates.
developed human relations and communications skills.
developed human relations and communications skills.
GOARTON
·
3. Physical Requirements
2. N.BA2KG1 Labellon also the
·
•
4. Other Desirable Characteristics and Skills
1. Other parameter constructions and a construction of the constru
· · · · · · · · · · · · · · · · · · ·
·
\cdot
Y. NORMAL WORKING COMDITIONS
·
and a prijerment
A normal garage environment.
-
VI. DEGREE OF DIRECTION OR SUPERVISION REQUIRED
YI. DEDREE OF MIRELING ON AUFERTHAM COMMITTEE
a la manage aumaged winner
Diversified procedures and standards under general supervision.
DIAGLETITED brocedures and and
VII. HORNALLY SUPERVISED BY
General Supervisor Vehicle Maintenance or designated Supervisor.
Communal Supervisor Vehicle Maintenance of designation