



**American Samoa  
Power Authority**

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**PUBLIC JOB POSTING**

<i>Position Title</i>	<b>Auto Body Repair Technician</b>	<i>Posting Date</i>	<b>September 13, 2023</b>
<i>Department</i>	<b>Auto Shop</b>	<i>Deadline</i>	<b>September 26, 2023 – 4:00 p.m.</b>
<i>Division</i>	<b>Support Services</b>		
<i>Position Type</i>	<b>Career Service – 12 months probation</b>	<i>Pay range</i>	<b>\$8.89/hour - \$9.25/hour</b>
<i>Reports To</i>	<b>Auto Shop Supervisor</b>	<i>Job Grade/Status</i>	<b>D/6/A – D/7/A, Non-Exempt</b>

***Major Duties & Responsibilities***

The primary objective of the position is to fix cars after they've been damaged in an accident or other incident. The Auto Body Technician will use a wide array of tools to cut off old parts, connect new parts to the car, fill holes, repair scratches, dents and dings, and make the car look as good as new. Auto body techs often work directly with employees and must have good customer service. They are able to give management an estimate for what the work will cost, and create itemized bills when the repairs are done. Other duties are as follows: file, grind, sand and smooth filled or repaired surfaces using power tools and hand tools; sand body areas to be painted and cover bumpers, windows, and trim with masking tape or paper to protect them from the paint; follow supervisors' instructions as to which parts to restore or replace and how much time the job should take; remove damaged sections of vehicles using metal-cutting guns, air grinders and wrenches, and install replacement parts using wrenches or welding equipment; cut and tape plastic separating film to outside repair areas in order to avoid damaging surrounding surfaces during repair procedure, and remove tape and wash surfaces after repairs are complete; prime and paint repaired surfaces, using paint spray guns and motorized sanders; inspect repaired vehicles for dimensional accuracy and test drive them to ensure proper alignment and handling; mix polyester resins and hardeners to be used in restoring damaged areas; fill small dents that cannot be worked out with plastic or solder; and other duties as requested by supervisor or manager.

***Minimum Requirements***

<i>Education</i>	HS Diploma with Certification in Automotive Mechanics – trade & technology required; AS degree in Automotive Technology with Certification <i>preferred</i>
<i>Experience</i>	At least 4 years of work experience in automotive field. Experience and skills in safely operating a heavy duty lathe machine would be an added advantage. Computer skills in ProDemand Automotive Repair online program is also a plus.
<i>COVID 19 Vaccinations</i>	Applicant must show evidence of having completed the full course of vaccination against Covid19 as approved by the FDA & WHO.
<i>Skills, Abilities, Other Requirements</i>	<p>Must be knowledgeable of:</p> <ul style="list-style-type: none"> <li>• vehicle painting procedures and protocols</li> <li>• hydraulics and in using diagnostic scanning tools for troubleshooting and identifying vehicle electronic problems</li> <li>• tools and equipment used in the diagnosis, overhaul, repair and adjustment of vehicle, light and heavy equipment</li> <li>• auto-electronics, on-board computers, and how to access them for diagnosing problems hazards and safety precautions involved with the work</li> </ul> <p>Must have skills:</p> <ul style="list-style-type: none"> <li>• in automotive body repair and repainting work</li> <li>• in diagnosis of vehicle, light and heavy problems</li> <li>• in critical thinking; must be able to look at a damage vehicle and assess what it will take to repair it, as well as cost.</li> <li>• in customer service; must be able to work with others in a stressful situation, like after an accident</li> <li>• in attentiveness; good eyes for detail is necessary when trying to get a car back to looking like new</li> <li>• in dexterity; need free range of motion in their hands and arms to work with small parts and small spaces.</li> <li>• to use a wide range of tools and equipment to assess and repair cars.</li> <li>• to lubricate and service equipment as per maintenance schedule</li> <li>• to fabricate parts and panel where safe and acceptable options are available</li> <li>• to perform welding work where required</li> </ul>

- in the use of automotive mechanical and electronic tools (air/power) and equipment
- Must have ability to:
- work rotating shifts, weekends and holidays when required
  - read and understand technical manuals, reports and instructions including schematic drawings and diagrams
  - establish and maintain effective working relationships with those contacted in the course of work
  - read and follow manuals and standardized procedures in service and maintenance of vehicles/equipment
  - be a team player and willing to offer assistance on critical matters and issues pertaining to the Auto Shop
  - ensure safe working practices at all times
  - assist in maintaining appropriate records
  - be proactive and responsible
  - perform housekeeping duties in keeping workshop clean and tidy

**Qualified applicants:** Please submit a completed ASPA Employment Application with a copy of your resume to ASPA (address listed above) by the deadline listed above. Attach copies of credentials and transcripts. Candidates selected for hire must pass examinations (when applicable), pre-employment clearances & test negative on employment drug test. ASPA reserves the right to waive education and experience requirements as necessary. Salary will commensurate with experience and education. No phone inquiries accepted.

***An Equal Opportunity Employer\* A Drug Free Workplace***