**JOB DESCRIPTION**

**ESTIMATOR – BODY SHOP**

**JOB TITLE:** Estimator – Body Shop

**OBJECTIVE**  
Appraises vehicle damage to determine the cost of repair for insurance claim settlement.

**PRIMARY RESPONSIBILITIES**

* Examines the damaged vehicle to determine the extent of structural, body, mechanical, or interior damage.
* Estimates the cost of labor and parts to repair or replace each damaged item.
* Review repair cost estimates with the body shop manager or foreman.
* In a disagreement with the manager or foreman on the repair cost, arrange to have the damage appraised by another appraiser to resolve the situation.
* Determines repair feasibility versus replacement parts, such as bumpers, fenders, and doors.
* Evaluates the practicality of repair as opposed to payment of vehicle market value before the accident.
* Determines salvage value on total vehicle loss.
* Prepares insurance forms to indicate repair cost estimates and recommendations.
* Estimates the cost of repainting, converting to purposes, or customizing undamaged vehicles.
* Other tasks as assigned.

**ADDITIONAL RESPONSIBILITIES**

[If applicable.]

**SUPERVISORY RESPONSIBILITIES**

[If applicable.]

**QUALIFICATIONS**

An individual must perform each essential duty satisfactorily to perform this job successfully. The requirements below represent the required knowledge, skill, and ability. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

**EDUCATION and EXPERIENCE**

* High school diploma or general education degree (GED); one to three months related experience or training; or equivalent combination of education and experience.
* One year certificate from college or technical school; or three to six months related experience or training; or equivalent combination of education and experience.
* Associate degree (A.A.) or equivalent from a two-year college or technical school; or six months to one-year related experience or training; or equivalent combination of education and experience.
* Bachelor's degree (B.A.) from a four-year college or university; or one to two years related experience or training; or equivalent combination of education and experience.
* Two to four years related experience or training; or equivalent combination of education and experience.

**VERBAL SKILLS**

* Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of the dealership.
* Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from managers, clients, customers, and the public.
* Can read, analyze, and interpret standard scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or business community members. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and boards of directors.

**MATH SKILLS**

* Ability to add, subtract, multiply and divide into all units of measure using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
* Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic math.
* Ability to work with mathematical concepts such as probability and statistical inference and fundamentals of plane, solid geometry, and trigonometry. Ability to apply fractions, percentages, ratios, and proportions to practical situations.

**REASONING ABILITIES**

* Ability to apply common sense understanding to complete written, oral, or diagram instructions. Ability to deal with problems involving several concrete variables in standardized situations.
* Ability to solve practical problems and deal with concrete variables in situations where only limited standardization exists. Ability to interpret various instructions furnished in written, oral, diagram, or schedule form.
* Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret technical instructions in mathematical or diagram form and deal with abstract and concrete variables.
* Ability to apply logical or scientific thinking principles to a wide range of intellectual and practical problems. Ability to deal with a variety of abstract and concrete variables. Ability to deal with nonverbal symbolism (formulas, scientific equations, graphs, etc.) in its most difficult phases.

**CERTIFICATION and LICENSE**

**Automotive Service Excellence (ASE) Certifications**

* Automatic Transmission/Transaxle Certification for Auto/Light Truck
* Brakes Certification for Auto/Light Truck
* Electrical/Electronic Systems Certification for Auto/Light Truck
* Engine Performance Certification for Auto/Light Truck
* Engine Repair Certification for Auto/Light Truck
* Heating and Air Conditioning Certification for Auto/Light Truck
* Manual Drive Train and Axle Certification for Auto/Light Truck
* Suspension and Steering Certification for Auto/Light Truck
* Damage Analysis and Estimating Certification for Collision Repair
* Mechanical and Electrical Components Certification for Collision Repair
* Non-Structural Analysis and Damage Repair Certification for Collision Repair
* Painting and Refinishing Certification for Collision Repair
* Structural Analysis and Damage Repair Certification for Collision Repair
* Assembly Specialist Certification for Engine Machinist
* Cylinder Block Specialist Certification for Engine Machinist
* Cylinder Head Specialist Certification for Engine Machinist
* Brakes Certification for Medium Truck
* Diesel Engines Certification for MediumTruck
* Drive Train Certification for Medium Truck
* Electrical/Electronic Systems Certification for Medium Truck
* Gasoline Engines Certification for Medium Truck
* Heating, Ventilation, and Air Conditioning Certification for Medium Truck
* Preventive Maintenance Inspection Certification for Medium Truck
* Suspension and Steering Certification for Medium Truck
* Automobile Parts Specialist Certification
* Medium Truck Parts Specialist Certification
* Advanced Series - Automobile Advanced Engine Performance Certification
* Advanced Series - Truck Advanced Electric Diesel Engine Diagnosis Certification
* Light Vehicles - Compressed Natural Gas Certification for Alternate Fuels

**I-CAR Certificate of Advanced Training**

* Advanced Vehicle Systems
* Aluminum Repair, Replacement, and Welding
* Detailing
* Electronics for Collision Repair
* Executive Seminar
* Finish Matching
* Glass Replacement
* Plastic Repair
* Steering and Suspension
* Understanding Collision Repair
* Workplace Hazardous Materials

**Other Training, Certification, and License**

* Manufacturer Training
* Paint Manufacturer Training
* State Emission Certification
* State Sales License
* State Vehicle Inspector Certification
* Valid Driver's License

**PHYSICAL REQUIREMENTS**

An employee must meet the physical demands described here to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

**WORK ENVIRONMENT**

The work environment characteristics described here represent those employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

**Job Title:** Estimator – Body Shop  
**Department:**  
**Reports To:**  
**FLSA Status:**  
**Prepared By:**  
**Prepared Date:**  
**Approved By:**  
**Approved Date:**  
**Revised Date:**

**Job Description Acknowledgment**

I have reviewed the job description for my position and understand my responsibilities.

Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Manager Signature: ­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_