



## CLASS SPECIFICATION

Class Code: 60008104  
Date Established: 07/1973  
Last Reviewed: 09/2021  
Last Revised: 09/2021  
Last Title Change:  
FLSA: non-exempt  
Probation: 6 months

### AUTO BODY REPAIRER

#### **DEFINITION**

Under supervision, performs journey level mechanic work in repairing and maintaining minor body damage, painting vehicles and equipment, and installing glass; and performs related work as required.

#### **EXPERIENCE AND TRAINING REQUIREMENTS**

One year of full-time paid journey level experience in auto body repair work; OR completion of a recognized apprenticeship for auto body repair work in the mechanical trade; OR an equivalent combination of education and experience.

#### **LICENSE OR CERTIFICATE**

A valid driver's license is required at the time of appointment.

A valid EPA Section 609 Certification for motor vehicle air conditioning refrigerant recovery, recycling and charge equipment procedures is required within 6 months of appointment.

#### **SUPERVISION EXERCISED**

Exercises no supervision.

**EXAMPLES OF DUTIES** *(The following is used as a partial description and is not restrictive as to duties required.)*

Restore damaged vehicles to their original structural state, function and appearance.

Remove dents repair defects on metals, fiberglass, and various plastics.

Align doors, hoods, and windows for proper fit.

Mix and match all types of body paint.

Prime and paint equipment using a spray gun.

File, grind and sand repaired surfaces. Align or replace damaged parts according to manufacturers' specification.

Remove upholstery, accessories, electrical and hydraulic window- and seat- operating equipment, and trim to gain access to vehicle body and fenders.

A/C (Air Conditioning) service to include refrigerant recovery.

Perform minor electrical repairs.

#### **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Full Performance** *(These may be acquired on the job and are needed to perform the work assigned.)*

**Knowledge of:**

Work policies and procedures of the Department and work unit where assigned.

Comprehensive knowledge of auto body repair, painting, and glasswork.

**Ability to:**

Write extensive and minor Auto Body & Truck Damage Estimates using an estimating guide for the use of Risk Management and other insurance companies to show a competitive repair rate with outside auto body shops.

Perform a variety of skilled auto body repair, painting, and glasswork with minimal guidance and supervision.

**Entry Level** *(Applicants will be screened for possession of these through written, oral, performance, or other evaluation methods.)*

**Knowledge of:**

General tools, equipment, and methods used in journey level auto body repair work.

Safe work practices.

**Ability to:**

Apply the theory and techniques of skilled mechanic trades work in auto body repair assignments.

Skillfully use the tools and equipment of the auto body repair, painting, and glasswork.

Remove and install glass.

Use and care for paint guns and equipment.

Maintain routine maintenance records.

Get along with fellow employees.

Perform assigned duties in a safe and responsible manner that does not expose the worker or others to unnecessary risk of injury.

**SPECIAL REQUIREMENTS** *(Essential duties require the following physical skills and work environment.)*

Ability to stand and walk for extended periods. Ability to frequently stoop, bend, and kneel. Ability to lift and move objects weighing up to 120 lbs. Ability to perform sustained and vigorous activities in a variety of environmental conditions. Exposure to paints, fumes, and particles. PPE (Personal Protective Equipment) is required to be worn while painting.

*This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.*