CLASS SPECIFICATION

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 drivers license is required at the time of appointment.

SUPERVISION EXERCISED

N/A

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

Prepare surfaces to be painted, removing old paint by use of electric or air sanders, and applying auto body filler where needed.

Remove dents from the body and fenders.

Align doors, hoods, and windows for proper fit.

Mix and match all types of body paint.

Prime and paint equipment using a spray gun.

Grind and install glass in equipment.

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.

Cut, grind, 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 75 lbs. Ability to perform sustained and vigorous activities in a variety of environmental conditions. Exposure to paints, fumes, and particles.

---

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

Approved _____ WERCCS Job Evaluation Committee ___________ Date ___ March, 2001 ___