

CLASSIFICATION SPECIFICATION

FLSA:	NEXP	Job Code:	ACV34808
Job Class Code:	570	Salary Schedule:	AREG
EEO Category:	07	Grade:	16
Workers Comp Code:	8380		

Job Code Established:	04/05/91	Effective Date:	04/05/91
Job Code Revised:		Effective Date:	

JOB CODE SERIES: Equipment Maintenance and Repair Series

JOB CODE TITLE: AUTOMOTIVE BODY REPAIR SPECIALIST

HRIS TITLE: AUTOMOTIVE BODY REPAIR SPCT

CHARACTERISTICS OF THE CLASS: Works under general supervision of an Equipment Shop Supervisor. Has the authority to determine nature/extent of repairs necessary to make vehicle/equipment safe, operable and presentable; to appraise cost of repairs, prioritize work, and to requisition parts and materials. Performs work of average difficulty repairing or rebuilding vehicle bodies; removes dents, replaces glass, replaces upholstery, replaces body panels, rebuilds fiberglass panels; and other related work as required. Work product consists of repaired/rebuilt automobiles, trucks, or other vehicular equipment. Maintains service/repair records. Responsible for timely and quality completion of all vehicular equipment repairs assigned; for maintaining/obtaining adequate automotive body parts, hardware, and supplies.

EXAMPLES OF DUTIES: Receives damaged automobiles, trucks, other vehicular equipment in shop and assists in assessing work to be accomplished. Repairs or rebuilds vehicle bodies and frames; removes dents; replaces glass, gaskets, upholstery, body panels and other ancillary parts. Uses welding equipment to join sections, spread body solder, shrink metal; uses files, grinders, dollies, suction devices, hammers and forms to remove dents and smooth over repaired sections; applies special plastic to fill areas that cannot be perfectly straightened; used body jacks and pulling devices to straighten heavily damaged areas; and uses air or hand sander for finishing. Measures and performs simple mathematical computations to correctly align damaged auto bodies; analyzes damaged vehicles and determines sequence of methods to use to repair them. Estimates time and materials; coordinates with other trades personnel; requisitions parts and materials; maintains safe shop environment. Maintains records of work completed, materials and parts used, etc. Performs limited painting and/or supervisory tasks as assigned. Performs related work as required.

WORK CONDITIONS: Exposure to noise, dirt, grease, vapors, and temperature extremes; lifting/moving heavy items, some of which may weigh 50 pounds or more; possible exposure to hazardous substances; may require travel.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of: automotive and equipment body repair methods, materials and equipment; stress and structure requirements for automotive frames and supporting members; automotive window replacement; upholstery materials, tools, and techniques. Some knowledge of automotive painting, epoxy and fiberglass materials, tools and techniques.

Skill/Ability to: repair or rebuilding of vehicle bodies and equipment; planning, scheduling and prioritizing repairs; estimating costs of repairs; performing simple mathematical computations ancillary to correctly aligning damaged vehicle bodies; interpersonal relations with shop personnel, equipment users and vendors related to job at hand; following oral and written instructions.

SPECIAL SELECTION FACTORS: Must possess a valid Arizona driver's license at a level appropriate to the position/assignment. A medical/physical evaluation is required prior to appointment. Four years of automotive body repair experience. Any combination of training and experience that meet the knowledge, skills, and abilities (KSAs) may be substituted.