



CLASSIFICATION NO. 429

Established: 9/86

Revised: 7/94

FLSA: Non-exempt

EEO: 7

AUTOBODY REPAIR TECHNICIAN

CLASS CHARACTERISTICS

Under general supervision, to straighten, repair and reconstruct damaged vehicles and equipment; to prepare and paint vehicle bodies and fenders and other equipment; and to do other work as required.

DISTINGUISHING CHARACTERISTICS

The Fleet Services Division within the Finance Department manages the specification, deployment, maintenance and repair of County motor vehicles one ton and under, including Sheriff patrol cars, pickups, vans and other light and medium duty vehicles.

The Autobody Repair Technician inspects damaged automobiles, trucks and road construction equipment and performs skilled, journey level body and fender repair and reconstruction. The incumbent straightens and repairs frames, suspension and fender and body sections, installs, repairs and/or replaces panels, molds body sections and fabricates parts, paints vehicles and performs other refinishing and restoration work.

The Autobody Repair Technician differs from the Mechanic that maintains, repairs and overhauls engines and operating systems on automotive, road construction and other equipment. It also differs from the Automotive Service Technician which performs routine servicing such as changing oils, fluids, filters and tires.

TYPICAL TASKS

Duties may include but are not limited to the following:

1. Repairs or replaces broken, damaged or worn out body and frame parts; straightens and aligns frames, hoods, doors, trunk lids, grills and fenders; corrects fitting and setting of headlights; removes and replaces handles and chrome strips; installs new vehicle windows and windshields; welds broken or cracked metal sections; fabricates auto body parts and constructs fiberglass repair molds; fills holes and damaged sections with body filler; sands and files to smooth surfaces; repairs upholstery inside vehicles.
2. Prepares surfaces of vehicles and equipment for painting; cleans body and fender surfaces with solvent and other cleaners to remove wax, tar, road dirt or other contaminants; primes, sands, reprimers and resands to remove scratches and blemishes; masks and etches surfaces to be painted.
3. Paints vehicles and equipment using a variety of paints, thinners and other additives; orders and/or mixes paint colors to match original finishes; masks, spray paints, buffs and polishes surfaces.

4. Schedules repair work and maintains vehicles and equipment records; orders necessary tools, replacement body parts and supplies; documents time and material usage for each project; participates in reviewing, updating and maintaining compliance with safety and chemical regulations.
5. Evaluates damage to vehicles and equipment; determines whether to repair or replace damaged components; prepares comprehensive cost and time estimates of repairs; serves as contact with Risk Management and insurance adjusters on claims.
6. Leads the work of temporary trainee employees; provides daily work direction and scheduling; trains employees in auto body repair techniques; assigns work and reviews completed assignments; documents skill level and performance.

REQUIRED KNOWLEDGE AND SKILLS

Working knowledge of: Standard tools, materials and techniques of auto body repair; standard methods and techniques used in the heating, bending and straightening of metals; finishing, fiberglass repair and sheet metal fabrication techniques; standard automotive repair safety regulations and procedures; application of automotive paints, lacquers and thinners; vehicle surface preparation and painting procedures and techniques; automotive glass repair and replacement techniques; basic recordkeeping techniques; basic techniques of supervision and training; customer service techniques.

Skill to: Safely operate and maintain hand tools, grinders, sanders, sandblast equipment and other equipment used in auto body, frame and fender repair; perform brazing, cutting, arc welding and metal finishing; fabricate replacement or new parts; evaluate damage to vehicles and prepare estimates; apply automotive paints using spray paint equipment; interpret work orders, diagrams and sketches; assign, train and review the work of temporary trainee personnel; establish and maintain effective working relationships with claims adjusters, County and other agency employees; communicate effectively, both orally and in writing.

WORKING CONDITIONS

Within Finance Department's Fleet Management Division, duties require frequent walking, kneeling, bending, twisting, grasping, fine motor control, and the ability to lift up to 90 pounds, carry up to 40 pounds, and push/pull 80 pounds.

MINIMUM QUALIFICATIONS

Minimum qualifications are used as a guide for establishing the minimum experience, education, licensure, and/or certifications required for employment in the classification. The following minimum qualifications are established for this classification. Additional minimum qualifications and special conditions may apply to a specific position within this classification and will be stated on the job announcement.

Experience: A minimum of two (2) years of related experience that would provide the required knowledge and skills to perform the responsibilities of this position.

Licenses/Certifications: None required.

PRE-EMPLOYMENT REQUIREMENTS

Must pass a pre-employment drug test.

Employment is contingent upon passing a post-offer physical assessment. Accommodation requests will be reviewed on an individual basis in compliance with State and Federal legislation.

Driving is required for County business on a regular basis or to accomplish work. Incumbents must possess a valid driver's license, and possess and maintain an acceptable driving record throughout the course of employment.

Edited: 8/16