



Career Service Authority
Body Repair Worker

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GENERAL STATEMENT OF CLASS DUTIES

Performs skilled trades work in the repair of damaged bodies and body parts on a wide variety of automotive equipment.

DISTINGUISHING CHARACTERISTICS

This class is distinguished from the Automotive Body Repair Supervisor which is a full performance supervisor that directly supervises Body Repair Workers.

Guidelines, Difficulty and Decision Making Level:

Guidelines are generally but not always clearly applicable, requiring the employee to exercise judgment in selecting the most pertinent guidelines, interpret precedents, adapt standard practices to differing situations and recommend alternative actions in situations without precedent.

Duties assigned are generally complex and may be of substantial intricacy. Work assignment is performed within an established framework under general instructions but requires simultaneous coordination of assigned functions or projects in various stages of completion.

Employee is responsible for determining time, place and sequence of actions to be taken. Unusual problems or proposed deviations from guidelines, practices or precedents may be discussed with the supervisor before being initiated.

Level of Supervision Received and Quality Review:

Under general supervision, the employee receives assignments and is expected to carry them through to completion with substantial independence. Work is reviewed for adherence to instructions, accuracy, completeness and conformance to standard practice or precedent. Recurring work clearly covered by guidelines may or may not be reviewed.

Interpersonal Communications and Purpose:

Contacts with the public or employees where factual information relative to the organization or its functions is received and relayed, or a service rendered, according to established procedures or instructions.

Level of Supervision Exercised:

No supervisory responsibility

ESSENTIAL DUTIES

Repairs damaged bodies and body parts of vehicular equipment by using a variety of automotive equipment.

Files, grinds, and sands repaired surfaces to prepare body surfaces for painting.

Mixes, matches, and thins paint and refinishes repaired surfaces by using spray painting equipment.

Repairs major damage to vehicle body frames, fenders, and bumpers; aligns the replacement parts; bolts or welds replacement parts in position.

Removes and replaces glass, door locks, mirrors, seat assemblies, floor boards, inner door panels and decals.

May perform electrical, brake, heating and air conditioning, and exhaust systems repairs.

Fabricates parts such as mounts and brackets from stock plastics, wood, metals, and fiberglass.

May prepare estimates on cost of repairs.

Prepares and maintains maintenance records and reports.

Performs other related duties as assigned or requested.

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Any one position may not include all of the duties listed.
However, the allocation of positions will be determined by
the amount of time spent in performing the essential duties
listed above.
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MINIMUM QUALIFICATIONS

Competencies, Knowledges & Skills:

Vehicle Body Repair - Knowledge of standard practices, methods, materials, and tools used in vehicle body repair sufficient to be able to repair damaged bodies and body parts of a wide variety of vehicular equipment.

Visual Color Discrimination - Accurately matches or detects differences among colors, including shades of color and brightness.

Problem Solving - Identifies problems; determines accuracy and relevance of information; uses sound judgment to generate and evaluate alternatives, and to make recommendations.

Arithmetic - Performs computations such as addition, subtraction, multiplication, and division correctly using whole numbers, fractions, decimals, and percentages.

Technical Competence - Uses knowledge that is acquired through formal training or extensive on-the-job experience to perform one's job; works with, understands, and evaluates technical information related to the job; advises others on technical issues.

Attention to Detail - Is thorough when performing work and conscientious about attending to detail.

Decision Making - Makes sound, well-informed, and objective decisions; perceives the impact and implications of decisions; commits to action, even in uncertain situations, to accomplish organizational goals; causes change.

Technology Application - Uses machines, tools, or equipment effectively; uses computers and computer applications to analyze and communicate information in the appropriate format.

Hazardous Materials - Knowledge of hazardous materials and waste and their uses, interactions, dangers, production, handling, storage, and disposal.

Interpersonal Skills - Shows understanding, friendliness, courtesy, tact, empathy, concern, and politeness to others; develops and maintains effective relationships with others; may include effectively dealing with individuals who are difficult, hostile, or distressed; relates well to people from varied backgrounds and different situations; is sensitive to cultural diversity, race, gender, disabilities, and other individual differences.

Reading - Understands and interprets written material, including technical materials, rules, regulations, instructions, reports, charts, graphs, or tables; applies what is learned from written material to specific situations.

Teamwork - Encourages and facilitates cooperation, pride, trust, and group identity; fosters commitment and team spirit; works with others to achieve goals.

Oral Communication - Expresses information (for example, ideas or facts) to individuals or groups effectively, taking into account the audience and nature of the information (for example, technical, sensitive, controversial); makes clear and convincing oral presentations; listens to others, attends to nonverbal cues, and responds appropriately.

Flexibility - Is open to change and new information; adapts behavior or work methods in response to new information, changing conditions, or unexpected obstacles; effectively deals with uncertainty.

Memory - Recalls information that has been presented previously.

Reasoning - Identifies rules, principles, or relationships that explain facts, data, or other information; analyzes information and makes correct inferences or draws accurate conclusions.

Skill in independently adapting, interpreting, and applying written guidelines, precedents, and standardized work practices to a variety of unprecedented and problematic situations.

Skill in matching and blending of paints used in vehicular body repair.

Skill in performing a variety of body repair work.

Skill in disassembly and assembly vehicle bodies and body parts.

Skill in diagnosing and repairing electrical, heating, air conditioning, braking, and hydraulic systems.

Skill in fabricating necessary parts from available material.

Skill in estimating the cost of materials, equipment and labor.

Skill in maintaining and organizing files, records and documents.

Physical Demands:

Standing: remaining on one's feet in an upright position.
Lifting: raising or lowering an object from one level to another.
Carrying: transporting an object, usually by hand, arm, or shoulder.
Pushing: exerting force upon an object so that the object is away.
Pulling: exerting force on an object so that it is moving to the person.
Stooping: bending the body by bending spine at the waist.
Kneeling: bending legs to come to rest on one or both knees.
Crouching: bending body downward and forward by bending legs.
Reaching: extending the hand(s) and arm(s) in any direction.
Handling: seizing, holding, grasping, or otherwise working with hand(s)
Fingering picking, pinching, or otherwise working with fingers.
Feeling: perceiving attributes of objects by means of skin receptors.
Hearing: perceiving the nature of sound by the ear.
Repetitive motion: making frequent movements with a part of the body.
Eye/ hand/ foot coordination: performing work through using two or more.
Far Acuity: ability to see clearly at 20 feet or more.
Near Acuity: ability to see clearly at 20 inches or less.
Depth Perception: ability to judge distance and space relationships.
Field of vision: ability to see peripherally.
Accommodations: ability to adjust vision to bring objects into focus.
Color Vision: ability to distinguish and identify different colors.

Working Environment:

Noise: sufficient noise to cause distraction or possible hearing loss.
Vibration: strain on the body to cause bodily harm if endured daily.
Hazards: conditions where there is danger to life, body, and /or health.
Atmospheric Conditions: conditions that affect the skin or respiratory system
Exposed to hazards from electro/ mechanical/ power equipment
Exposed to toxic chemicals
Subject to hazards of flammable, explosive gases
Subject to injury from moving parts of equipment.
Subject to many interruptions.

Education Requirement:

Graduation from high school or possession of a GED Certificate required.

Experience Requirement:

Three years of body repair experience which must have included painting, fiberglass, plastics repair and welding.

Education/Experience Equivalency:

Appropriate vocational education may be substituted for one year of the minimum experience requirement.

Licensure and/or Certification:

Possession of a valid Colorado Class "R" Driver's License at the time of application.

Some positions may required:

Possession of a Colorado Refrigerant Registration mandated by federal regulations by completion of probation.

Provide and replace hand tools.

CLASS DETAIL

FLSA CODE: Non-exempt

ESTABLISHED DATE: 09/16/1995

REVISED DATE: 01/16/2006

REVISED BY: Nicole Lucero-Holub

CLASS HISTORY Revised spec into new format.