

**CITY OF CONCORD
CLASS SPECIFICATION**

CLASS TITLE: AUTOMOTIVE BODY TECHNICIAN
DEPARTMENT: GENERAL SERVICES
REPORTS TO: SHOP SUPERVISOR

JOB CODE: 2312
DATE: 2/08

JOB SUMMARY:

Performs skilled painting and major body repairs and painting on trucks, automobiles, and heavy equipment vehicles.

ESSENTIAL JOB FUNCTIONS:

Prepares estimates and negotiates with insurance companies.

Schedules and performs painting of all city vehicles, including automobiles, trucks, graders, front end loaders, school and transit buses, golf carts, etc.

Orders necessary parts and paint.

Repairs collision damage on all city vehicles and equipment; performs mechanical duties needed to repair collision damage.

Removes old paint by applying liquid paint remover and rubbing or scraping off paint.

Hammers out, patches, and smoothes damaged or rusted areas of vehicles not requiring outside repairs.

Sandpapers rough spots; mixes paint by hand to produce desired color or uses prepared paints.

Trims portion of vehicle not to be painted with masking tape.

Uses spray guns, adjusting nozzle to apply prime and finish coats to vehicles; touches up inaccessible spots with hand brush.

May apply lettering to exterior body and interior of windows of vehicles.

Performs major body repair work such as installing door glass and replacing damaged parts; may install lights.

Maintains record of completed repairs, including time and parts used; writes estimates of body and paint damage of city vehicles involved in accidents.

Researches sources and orders parts, paint, and painting tools/equipment.

Fabricates parts from steel and sheet metal.

Installs accessories such as tool boxes and racks to vehicles.

Maintains work areas.

Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

Torch
Dent Pullers
Sprayers and other Painting Equipment

Welding Equipment
Drills
Electric Sander

Grinder/Sander
Hand Tools

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

High school diploma or GED; and, two to four years of experience in automotive painting and/or body repair work; or, any combination of education, training and experience which provides the knowledge, skills and abilities required for the job.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Tools, materials, methods, and practices used in the automotive painting trade.

Paints, lacquers, enamels, paint removers, and their proper application.

Urethane paints, acrylic urethane, and epoxy paints.

Skill in:

Use of electric sanders, polishers, brushes, spray guns, and other tools and equipment of the trade.

Body repair and automotive painting.

Performing welding.

Mental and Physical Abilities to:

Mix and match paints, lacquers, enamels, acrylic, urethane and epoxy paints and to apply them by brush or spray gun.

Prepare cost estimates.

Perform required, related mechanical functions.

Follow both written and oral instructions.

Read and interpret documents such as safety rules, operation and maintenance instructions, procedure manuals, etc.

Add, subtract, multiply, and divide whole numbers, common fractions, and decimals.

Apply common sense understanding to carry out detailed but uninvolved oral or written instructions.

Perform duties while intermittently sitting, standing, stooping, bending, or crouching.

Frequently lift light and heavy objects.

Climb ladders.

Use tools or equipment requiring a high degree of dexterity.

Distinguish between shades of color.

Working Conditions:

Work is performed in a very noisy place.

Work exposes the employee to dust, dirt, grease, machinery with moving parts, and irritating chemicals.

Work requires the use of protective devices such as masks, goggles, or gloves.

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.