

CLASS TITLE: AUTO BODY REPAIR TECHNICIAN II

PURPOSE OF THE CLASSIFICATION: Under general supervision performs skilled automotive body repair work at the journeyman level, and other related assigned duties.

ESSENTIAL TASKS:

- Troubleshoots and repairs damaged automobiles, trucks, emergency vehicles, and motorcycles
- Straightens body and fenders
- Mixes paint and sprays vehicles
- Uses body hammers, air hammers, body jacks, welding arcs, blow torches, and other pertinent tools
- Removes and replaces glass
- Performs complex structural body repairs
- Installs required accessory equipment and upfits emergency vehicles
- Makes damage and repair estimates and submits written reports
- Performs general mechanical maintenance and repair duties as assigned
- Must report to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Graduation from high school or possession of a General Educational Development Certificate (GED) and 900 clock hours of technical instruction in automotive body repair and three (3) years' working experience as a semi-skilled automotive body repair technician and/or dealer-level or large fleet repair experience; or five (5) years experience working as a semi-skilled Auto Body Repair Technician at dealer-level or large fleet repair organization; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities, and Skills: Considerable knowledge of the standard practices, methods, tools, and equipment used in automotive body repair; and good knowledge of the occupational hazards and safety precautions of the trade. Ability to make time and material estimates for work to be performed; ability to read and follow written instructions; ability to write clearly and legibly; and the ability to understand and influence the behavior of others within the organization, customers, or the public in order to achieve job objectives and cause action or understanding. Skill in the care and use of body repair tools and equipment; and skill in mixing paints and matching colors; skill in the repair of automotive body shells.

Physical Requirements: Physical requirements include standing and walking; occasional lifting up to 60 pounds; frequent carrying up to 60 pounds; frequent lifting and pushing up to 20 pounds with occasional pushing and pulling up to 60 pounds; constant use of field of vision, visual accommodation, and color vision; occasional use of visual acuity and depth perception; frequent reaching, balancing, kneeling, bending, handling, feeling, smelling, and twisting; occasional crawling and climbing; and speech and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of a valid Oklahoma Class "D" Drivers License and must obtain a Oklahoma Class "A" Commercial Driver's License (CDL) license within twelve (12) months of date of hire.

WORKING ENVIRONMENT: Working environment is primarily indoors and occasionally outdoors, and in inclement weather. May be exposed to the following: hazardous materials, flammable liquids, cramped work areas, excessive dust, weather/temperature extremes, cutting/chipping/grinding, damp/wet surfaces, toxic fumes/vapors/odors, compressed gases, and high noises.

Page 2 (continued from Auto Body Repair Technician II)

Class Code: 7503

EEO Code: N-07

Pay Grade: LT-18

Group: Labor and Trades

Series: Equipment and Plant Management

Effective date: December 16, 2019