

**CLASS TITLE: AUTO BODY REPAIR TECHNICIAN I**

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

**ESSENTIAL TASKS:**

- Performs semi-skilled repairs of damaged automobiles, trucks, emergency vehicles, and motorcycles
- Assists in straightening of body and fenders
- Prepares surfaces for painting and installation of decals and logos on automobiles, trucks, emergency vehicles and motorcycles.
- Mixes paint
- Uses body hammers, air hammers, body jacks, welding arcs, blow torches, and other pertinent tools
- Removes and replaces glass
- Assists in installation of required accessory equipment and upfits emergency vehicles
- Assists in making damage and repair estimates
- Performs general semi-skilled 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 two (2) years' automotive body collision and repair training and/or dealer-level or large fleet experience; 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 valid Oklahoma Class "D" Driver's License; Forklift Operators certification within twelve (12) months 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.

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**Class Code: 7548**

**EEO Code: N-07**

**Pay Grade: LT-17**

**Group: Labor and Trades**

**Series: Equipment and Plant Management**

**Effective date: December 16, 2019**