



Class Code: 7556

## CLASS TITLE | LEAD AUTO BODY REPAIRER

PAY GRADE: AT-32 | [www.cityoftulsa.org/pay](http://www.cityoftulsa.org/pay)

Effective Date: 6/8/2022

**\*\*THIS CLASSIFICATION INCLUDES PAY INCREASE OPPORTUNITIES - OUTLINED BELOW\*\***

**PURPOSE OF THE CLASSIFICATION:** Under general supervision performs highly skilled body repair work on damaged automotive and related mechanical equipment; and other related assigned duties.

### ESSENTIAL TASKS:

- Inspects all types of automotive and related mechanical equipment to determine the damage and safety condition
- Prepares accurate and complete estimates, documenting all noted damage
- Negotiates with private claims adjusters to settle claims involving third parties
- Performs complete body repairs to damaged automotive and related equipment
- Oversees and performs color matching and painting of automotive and related equipment
- Works with vendors to ensure cost effective repairs on equipment subtletted
- Schedules, tracks, and communicates repair progress to user departments
- Requisitions tools and equipment
- Directs autobody repairs as a working lead person
- Assigns technician's work and makes final inspections
- Installs required accessory equipment and upfits emergency vehicles
- Completes paperwork and computer entries as needed
- Maintains clean and safe shop, equipment, and work areas
- 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:** Must meet all of the following qualifications or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128:

- (a) Graduation from high school or possession of a General Educational Development Certificate (GED); **and,**
- (b) Nine hundred (900) clock hours of technical instruction in automotive body repair; **and,**
- (c) Four (4) years' automotive body collision and repair training and dealer-level or large fleet experience as related to the essential tasks listed in this job description

### **PAY INCREASE OPPORTUNITIES**

Employee will be eligible for a one step pay increase following the successful completion of the four (4) ASE Collision Repair & Refinish Certification Tests (B2 – B5). An additional step increase will be available once an employee successfully completes ASE certifications A4, A5, A6 & A7. Employees successfully completing the EVT requirements to obtain Law Enforcement Vehicle Installation Technician Certification (EVT L-1, ASE A1 & A8) will be eligible for an additional pay step increase. Employees obtaining PPG Deltron/Global/Envirobase certification (or certification for currently contracted paint product allowing warranty) will be eligible for a one step pay increase. Employees obtaining five (5) of the ten (10) Ford component certifications (Diesel Engine Performance, Diesel Engine Repair, Automatic Transmissions, Steering and Suspension, Gasoline Engine Repair, Gasoline Engine Performance, Climate Control Systems, Electrical Systems, Manual Transmission and Drivetrain and Brakes) will be eligible for a one pay step increase. Upon successful completion of all 10 Ford certifications that comprise the "EMD/Ford Master Tech" status, employee will be eligible for an additional pay step increase. Failure to maintain certifications from which a pay step increase resulted will result in loss of pay step.



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### Knowledge, Abilities, and Skills:

#### Knowledge of:

- Considerable knowledge of current body shop methods, operating principles, and mechanics for cosmetic repairs to automotive and related equipment
- Considerable knowledge of occupational hazards and safety precautions of the trade

#### Ability to:

- Ability to perform heavy manual labor in tight spaces
- Ability to make time and material estimates for work to be performed and maintain records
- Ability to communicate effectively with management, fellow workers, vendors, and user departments
- 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:

- Skill in the use of hand tools and mechanical equipment utilized in the autobody and mechanical repair trade
- Skill in locating and assessing body damage to automotive and related equipment, utilizing a computerized program to create an accurate estimate

Physical Requirements: Physical requirements include standing and walking; frequent lifting, carrying, pushing, and pulling up to 50 pounds and occasionally up to 60 pounds; frequent balancing, kneeling, bending, reaching, handling, feeling, smelling, and twisting; occasional crawling and climbing; constant use of field of vision, visual accommodation, and color vision; occasional use of visual acuity and depth perception; and speech and hearing sufficient to perform the essential tasks.

#### Licenses and Certificates: Possession of the following:

1. Oklahoma Class "A" Commercial Driver License (CDL) within ninety (90) days of hire date
2. Level one refinishing, inflatable restraint, electronic estimating systems (preferably Mitchell's), colors adjustment and tinting, and preferably aluminum welding
3. Air Conditioning Repair License, Freon Recovery Certificate within six (6) 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.

**EEO Code: N-07**

**Group: Clerical and Administrative**

**Series: Equipment and Plant Management**