

City of Dallas
Classification Specification

Title:	Automotive Body Repairer II	Class Code:	52038
Application:	Career Series	Pay Grade:	E
Supplemental/Code:	Skilled Craft/5	Established:	10/01/94
FLSA Status:	Non-Exempt	Revised:	01/01/09

Position Purpose:

Provides damage assessment, repair, body preparation, and painting of damaged city vehicles to ensure safe and functional transportation for city personnel.

Essential Functions:

1. Assesses damage to city vehicle bodies and determines best method of repair or replacement; may prepare estimate of cost and length of time necessary for repair.
2. Repairs or replaces damaged vehicle body parts using hand and power tools or welding equipment to prepare vehicle for repair; fabricates parts as needed.
3. Repairs or replaces mechanical components of damaged vehicles in order to return them to service as quickly as possible.
4. Uses bondo, polyester, or fiberglass repair materials and various air-powered tools to prepare bodies for refinishing; masks areas of a vehicle with tape and paper.
5. Operates air powered automotive painting equipment to apply paint and various coatings to vehicles; details the completed vehicle to return it to active status.
6. Instructs and trains lower level auto body repairers to ensure the proper repair of city vehicles and the safety of the work place.
7. Regular, reliable and punctual attendance is an essential function of the job.

Knowledge, Skills, and Abilities Required to Perform Work:

Knowledge of automotive mechanical and body repair and refinishing methods.
Knowledge of the proper use of hand and pneumatic tools used in the automotive body repair trade.
Ability to train and check the work of entry level auto body repair personnel.
Ability to operate automobile finishing equipment and provide high quality refinishing of wreck damaged vehicles.
Ability to lift, carry, and operate equipment weighing up to 70 pounds.
Ability to establish and maintain an effective working relationship with all levels of management, city officials, vendors, other government agencies, other employees and the general public.
Ability to communicate effectively both orally and in writing.
Requires a Texas Class "C" Operator's License.

Working Conditions and Hazards:

Requires lifting, carrying, kneeling, stooping, twisting, and engaging in other very strenuous exertions.
Require lifting and carrying of equipment or body panels weighing up to 70 pounds.
Exposed to toxic vapors from paint pigments, thinners, cleaners, and other sources.
May be exposed to mechanical hazards associated with the removal and replacement of severely damaged body panels.

The above statements are intended to describe the general nature and level of work performed by personnel assigned to this classification and is not necessarily an exhaustive list of all responsibilities, duties and skills required.

