

STATE OF OHIO (DAS)
CLASSIFICATION
SPECIFICATION

CLASSIFICATION SERIES:
Automotive Body Repair Worker

SERIES NO.:
5211

MAJOR AGENCIES:
ODOT

EFFECTIVE DATE:
01/09/2005

SERIES PURPOSE:

The purpose of the automotive body repair worker occupation is to repair vehicle or equipment damage (e.g., dents, scratches & rust erosion).

At the lower level, incumbents perform routine body repair work. At the higher level, incumbents perform major body repair work &/or lead a team of lower-level body repair workers.

CLASS TITLE

Automotive Body Repair Worker 1

CLASS NUMBER

52111

PAY RANGE

06

EFFECTIVE

01/09/2005

CLASS CONCEPT:

The full performance level class works under general supervision & requires considerable knowledge of auto body repair & painting in order to repair damage to vehicles by pounding, brazing, applying putty or fiberglass material, sanding & painting damaged area.

CLASS TITLE

Automotive Body Repair Worker 2

CLASS NUMBER

52112

PAY RANGE

08

EFFECTIVE

01/09/2005

CLASS CONCEPT:

The advanced level class works under general supervision & requires thorough knowledge of auto body repair & painting in order to perform major repairs on damaged vehicles (e.g., straightens frames; rebuilds extensively damaged body parts; performs most difficult & complex repair work) or lead team of lower-level automotive body repair workers & perform major & minor repairs on damaged vehicles.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Automotive Body Repair Worker 1	52111	06	01/09/2005	06

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Evaluates damage to vehicles or equipment (e.g., automobiles, trucks, tractors, back hoes), determines materials needed & repairs damage (e.g., dents, scratches, rust erosion, wrecked parts) by pounding, brazing, applying putty or fiberglass material, sanding, cleaning &/or painting damaged area & by operating hand & power tools (e.g., drills, gas & electrical powered arc welding tools, sanders, grinders, acetylene torches) & paint spray gun.

Removes, repairs, replaces &/or adjusts doors, windows, electrical equipment, bumpers &/or minor engine parts; installs signs, seat covers, lights, brackets, sirens, flashers, logos &/or identification numbers on vehicles; removes, repairs &/or replaces interior upholstery parts; cleans & washes vehicles.

Cleans repair shop; logs work performed; orders &/or picks up parts; operates forklift.

MAJOR WORKER CHARACTERISTICS:

Knowledge of multiplication & division; auto body repair & painting. Skill in operation of hand & power tools associated with body repair work (e.g., drills, sanders, grinders, gas & electrical powered arc welding tools); operation of paint spray gun. Ability to understand system of mechanical or body repair procedures; work alone on most tasks; stand or bend continuously; lift 50 to 100 lbs. of vehicle parts or equipment; move limbs/fingers easily to perform manual functions.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

12 mos. trg. or 12 mos. exp. in automotive repair & painting which included operation of hand & power tools & paint spray gun.

-Or equivalent of Minimum Class Qualifications for Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Not applicable.

UNUSUAL WORKING CONDITIONS:

May be exposed to dirt, dust, paint fumes, loud equipment noise, hot or cold temperatures & other unpleasant conditions.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Automotive Body Repair Worker 2	52112	06	01/09/2005	08

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

A - Performs major repairs on damaged automobile & truck bodies & mechanical equipment (e.g., straightens frames, rebuilds extensively damaged body parts; performs most difficult & complex repair work),

&/OR

B - Leads team of lower-level automotive body repair workers (i.e., provides work direction & training) in minor & major body repairs of damaged vehicles &/or equipment, ensures safety practices & proper work methods are followed & recommends changes in body shop policies, procedures & safety standards.

Evaluates damage to vehicles or equipment (e.g., automobiles, trucks, tractors, back hoes), determines materials needed & repairs damage (e.g., dents, scratches, rust erosion, wrecked parts) by pounding, brazing, applying putty or fiberglass material, sanding, cleaning &/or painting damaged area & by operating hand & power tools (e.g., drills, sanders, gas & electrical powered arc welding tools, grinders, acetylene torches) & paint spray gun.

Removes, repairs, replaces &/or adjusts doors, windows, electrical equipment, bumpers &/or minor engine parts; installs signs, seat covers, lights, brackets, sirens, flashers, logos &/or identification numbers on vehicles; removes, repairs &/or replaces interior upholstery parts; cleans & washes vehicles.

Cleans repair shop; logs work performed; orders &/or picks up parts &/or supplies; operates forklift; prepares estimates; verifies outside cost estimates; inventories parts; maintains repair records; retains salvaged parts for resale or reuse; oversees maintenance & cleaning of body shop & equipment.

MAJOR WORKER CHARACTERISTICS:

Knowledge of multiplication & division; auto body repair & painting; employee training & development*. Skill in operation of hand & power tools associated with body repair work (e.g., drills, sanders, gas & electrical powered arc welding tools, grinders); operation of paint spray gun. Ability to understand system of mechanical or body repair procedures; work alone on most tasks; stand or bend continuously; lift 50 to 100 lbs. of vehicle parts or equipment; move limbs/fingers easily to perform manual functions.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

18 mos. trg. or 18 mos. exp. in automotive repair & painting which included operation of hand & power tools & paint spray gun.

-Or 6 mos. exp. as Automotive Body Repair Worker 1, 52111.

-Or equivalent of Minimum Class Qualifications for Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Not applicable.

UNUSUAL WORKING CONDITIONS:

May be exposed to dirt, dust, paint fumes, loud equipment noise, hot or cold temperatures & other unpleasant conditions.