

# **AUTOMOTIVE BODY MECHANIC**

**Department: Public Works**

**Classification: Non-Competitive**

**Specification Number: 3840**

**Approved: 6/14/21**

**Revised: By JG**

## **MINIMUM QUALIFICATIONS**

**Either:**

- a) One (1) year of experience in the field of automotive body repair; or,**
- b) Completion of a vocational school program in automotive body repair, and six (6) months of experience in automotive body repair.**

## **DISTINGUISHING FEATURES OF THE CLASS**

**An employee in this title is a mechanic engaged in the exterior repair of automotive vehicles and equipment and repairing or replacing parts. The incumbent is expected to exercise considerable independent judgment in determining methods to be used in performing assignments. Work assignments are received in the form of oral or written instructions. Supervision is received from a higher-level Automotive Mechanic who inspects work in progress or upon completion for compliance with specifications and standards. Does related work as required.**

## **TYPICAL WORK ACTIVITIES**

- Examines vehicles and diagnoses repair requirements;**
- Determines parts requirements such as fenders, door panels, trunks and lights and obtains parts from storage or by writing parts orders;**
- Removes and repairs dents, holes and rust spots;**
- Aligns damaged frames and body sections;**
- Welds torn metal, cuts damaged sections and welds in new sections;**
- Sands new or repaired sections of vehicle and prepares for painting;**
- Mixes paint and spray paints repaired portion of vehicle.**

## **KNOWLEDGE, SKILLS, ABILITIES and PERSONAL CHARACTERISTICS**

**Thorough knowledge of the methods, materials, tools and practices of the automotive body mechanic trade; good knowledge of the occupational hazards and safety precautions of automotive body mechanic work; good knowledge of automotive welding and painting; skill in the safe use and care of tools, materials and equipment of the automotive body mechanic trade; ability to adapt available tools and repair parts to specific repair problems; ability to understand oral and written instructions; physical condition commensurate with the demands of the position.**