

AUTOMOTIVE BODY MECHANIC

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of a higher level employee, an incumbent of this class is responsible for performing a wide variety of skilled automotive body repair work to repair and maintain the bodies and parts on all types of automotive vehicles and auxiliary equipment in an agency fleet, including heavy equipment vehicles e.g. tractor trailers, front end loaders, garbage trucks, dump trucks, utility vehicles, emergency vehicles, etc. An incumbent prepares estimates of the cost to repair damaged vehicles and equipment, and provides opinion on the marginal benefit to performing the repairs. An incumbent repairs and refinishes vehicle bodies, replaces damaged parts, tightens brackets and loose bolts, and makes other associated repairs. An incumbent ensures the mechanical effectiveness and safety of the automotive equipment. Work is initiated by oral instructions or work orders and is performed with considerable independence of action. Supervision is not a responsibility of this position; however, incumbents may oversee the work of automotive repair personnel assigned to help with automotive body repair work. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Assists in the decision making process for the replacement of damaged vehicles and equipment;

Examines vehicles, inspects for damage or deterioration, and diagnoses body and frame repair requirements;

Appraises body damage making estimates of the cost to repair damaged vehicles and equipment;

Maintains an inventory of replacement parts, and identifies inventory needs related to the repair of automotive bodies and frames;

Performs minor and major auto body repairs on automotive and heavy equipment vehicles, salvaging motor vehicle body parts and equipment when possible;

Repairs damaged automotive bodies, fenders, chassis, and accessories by repairing or replacing all body parts (using metal and other composite materials) and related mechanical parts damaged as a result of accidents or necessitated by vehicle modification;

Operates a variety of equipment such as sanders, buffers, cutting and heating torches, gas and electric welding units, and other assorted tools applicable to the repair and replacement of damaged automotive bodies and frames;

Cuts, welds, brazes and solders metal parts in the repair and replacement of parts for mechanical equipment;

Removes damaged fenders, panels, grills, bumpers and defective mechanical parts using wrenches and cutting torch, and bolts, welds or fabricates replacement parts in position, using wrenches or welding equipment;

EXAMPLES OF WORK: (Illustrative Only) (Continued)

Straightens and aligns damaged frames and body panels;

Removes and repairs dents, holes, and rust spots;

Fills depressions with body filler using a putty knife and other related tools;

Prepares surfaces for painting, mixes paint, and refinishes new or repaired surfaces by cleaning, sanding, sandblasting, grinding, filling, priming and painting using paint spray gun and sander;

Installs and removes decals on municipal vehicles;

Test drives vehicle to ensure proper alignment and handling; adjusts steering mechanisms and aligns wheels when necessary;

Installs and repairs auxiliary equipment on trucks, graders and rollers such as snow plow blades;

Maintains records and prepares reports of work performed;

Maintains and is responsible for tools and equipment assigned to the body and paint shop;

Uses computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

May assist in a variety of routine automotive equipment repair and maintenance work such as oil changes, tire repairs, and the replacement of worn out brakes.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the tools, techniques, and terminology associated with the automotive body mechanic trade; good knowledge of automotive parts, supplies, and equipment; good knowledge of the machinist trade and welding techniques; good knowledge of the accident, occupational hazards and safety precautions of the trade; skill in the use and care of tools, materials and equipment; ability to perform difficult automotive body repairs on all types of automobile and heavy motor equipment vehicles and other mechanical equipment; ability to accurately assess the extent of damage and estimate cost of repair; ability to work from plans, rough drafts and specifications; ability to work from oral or written instructions and without instructions from own diagnosis; ability to lift and carry heavy parts; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; good motor, hand and eye coordination; good interpersonal skills; initiative; resourcefulness; dependable; meticulous; good judgment; manual dexterity; physical strength, endurance and agility; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school or possession of a high school equivalency diploma and four (4) years of work experience where the primary function of the position was the repair of cosmetic or structural damage to automotive vehicle bodies.

SUBSTITUTION: An Associate's Degree* in Auto Body, Collision Repair or a related field or possession of a certificate from a post secondary vocational school* in Auto Body, Collision Repair or a related field may be substituted for two (2) years of the work experience described above.

SPECIAL REQUIREMENT: At time of appointment, possession of a valid license, appropriate for the vehicle to be operated and issued by the New York State Department of Motor Vehicles. The appointing authority is responsible for verifying and ensuring that the candidate meets these conditions at time of appointment and throughout the course of employment.

*SPECIAL NOTE: Education beyond the secondary level must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education.