



City of Phoenix

BODY REPAIR SPECIALIST

JOB CODE 73140

Effective Date: 06/92

DISTINGUISHING FEATURES OF THE CLASS:

The fundamental reason this classification exists is to appraise and issue written estimates of automobile accident damage and to perform highly skilled work in body repair and painting. Work is performed with considerable independence under the general supervision of an Equipment Shop Foreman, who evaluates work based on the satisfactory appearance and operation of the equipment repaired.

ESSENTIAL FUNCTIONS:

- Appraises vehicle accident damage, computes estimates of repair cost, and prepares bids for repair service.
- Matches and mixes paints.
- Removes all dents and straightens all bent and damaged fender and body sections.
- Removes, straightens and resets chrome striping.
- Uses body hammers, air hammers, arc and acetylene welding torches and various other body repair tools and equipment to remove excessively damaged fenders, panels and grills and to attach replacements on wrecked automobiles, motorcycles, and other vehicles.
- Sands, putties, applies primer coat and paints repaired surfaces of automobile and automotive equipment bodies, heavy and industrial equipment, using a spray gun or other painting equipment.
- Applies City markings to vehicles.
- Installs glass, locks, mirrors and new equipment of various types, after removing old equipment and parts.
- Inspects returned repaired equipment to ensure compliance with bid statement of work.
- Assists in making recommendations for bid award for body work.
- Maintains regular and reliable attendance.
- Demonstrates superior seamless customer service, integrity, and commitment to innovation, efficiency, and fiscally responsible activity.

Required Knowledge, Skills and Abilities:

Knowledge of:



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- Principles and practices of equipment body repair.
- Principles and practices of accident appraisals, estimating and bidding.
- Accepted methods, practices, materials and tools of equipment body repair.

Skill in:

- The care and use of the tools used in automotive body repair and painting.

Ability to:

- Diagnose complex repair problems such as those of a badly damaged vehicle.
- Adapt tools and materials to repair special problems.
- Move heavy objects (50 pounds or more) long distances (more than 20 feet).
- Work safely without presenting a direct threat to self or others.
- Observe or monitor objects such as repaired equipment to determine compliance with prescribed operating or safety standards.
- Make skillful, controlled manipulations of small objects (example: assembling fenders or grills with fasteners).
- Lift arms above shoulder level (example: working on the underside of vehicles).
- Make continuous or repetitive hand-arm movements to (examples: to file or sand equipment).

Additional Requirements:

- Some positions require the use of personal or City vehicles on City business. Individuals must be physically capable of operating the vehicles safely, possess a valid driver's license and have an acceptable driving record. Use of a personal vehicle for City business will be prohibited if the employee is not authorized to drive a City vehicle or if the employee does not have personal insurance coverage.
- Some positions will require the performance of other essential and marginal functions depending upon work location, assignment, or shift.

ACCEPTABLE EXPERIENCE AND TRAINING:

A minimum of three years of skilled experience as a body repair specialist, including experience in appraising accident damages and estimating repair costs; or completion of a recognized apprenticeship in equipment body repair, including training and experience in appraising, estimating and bidding vehicle accident repair work and one year of experience. Other combinations of experience and education that meet the minimum requirements may be substituted.



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