CLASS SPECIFICATION

TITLE	GRADE	EEO-4	CODE
AUTO BODY WORKER	30	G	9.327

Under general supervision, Auto Body Workers perform skilled work in the repair, rebuilding, and refinishing of vehicles and equipment.

Straighten panels and remove dents from vehicles/equipment; use industry standard tools and practices such as a stud gun, slide hammer, oxygen/acetylene torches, mig welder and spot welder; straighten panels using a hydraulic porta power jack to push or bend heavy material into place; align panels; use standard hand tools such as a hammer and dolly.

Remove and replace or repair and rebuild damaged body components using standard methods for metal, fiberglass and plastic; smooth area with sandpaper; and make final preparations for painting by applying resin, fillers and primers.

Paint vehicles, equipment, and components by prepping for paint; apply paint and primer using the appropriate paints and methods.

Remove and replace equipment glass, door handles, locks, hinges, lights, molding, and similar components as required.

Prepare requisitions for parts and materials required to complete job assignments and maintain related records.

Maintain work area in a clean and safe manner; label and dispose of paints, resins, and solvents in accordance with hazardous waste guidelines.

Perform related duties as assigned.

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MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENTS:

* Pursuant to NRS 284.4066, some positions in this series have been identified as affecting public safety. Persons offered employment in these positions must submit to a pre-employment screening for controlled substances.
* A valid Class C driver's license is required at the time of recruitment and as a condition of continuing employment.

INFORMATIONAL NOTES:

* Some positions require a valid Class B driver's license and will be identified at the time of appointment and as a condition of continuing employment.
* Some positions require that incumbents furnish their own tools.

MINIMUM QUALIFICATIONS (cont'd)

EDUCATION AND EXPERIENCE: Completion of a recognized apprenticeship program as an auto body worker which included responsibilities for painting and straightening, repairing, and rebuilding panels, fenders, hoods, and doors; **OR** an equivalent combination of education and experience as described above. *(See Special Requirements and Informational Notes)*

ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (required at time of application):
Working knowledge of: methods, materials, tools, and equipment used in automotive body repair work and painting; health and safety regulations applicable to auto body work; characteristics and uses of various types of paint. **Ability to:** match and apply paint to vehicles and equipment; write requisition supplies and prepare work orders; read and understand work orders, supply catalogs, and repair manuals; estimate time and materials required for a work order; work independently and follow through on assignments with minimal direction. **Skill in:** safely operating and maintaining equipment and tools used in automotive body work and painting; performing a wide variety of automotive body work including straightening panels and aligning doors, fenders, hoods, and bumpers; rewiring lights; welding.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES (typically acquired on the job):
Working knowledge of: agency and division rules, policies, and procedures regarding work orders, shop operations and safety; federal and State regulations regarding the proper use and disposal of hazardous materials. **Ability to:** estimate cost of body repair work and prepare stock requisitions.

This class specification is used for classification, recruitment, and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

9.327

ESTABLISHED: 1/1/61
REVISED: 10/25/85-3
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REVISED: 12/19/03PC
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REVISED: 4/5/24HRC