



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
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; drill holes in the middle of the dent and use a pick to pull the dent out; straighten panels using hydraulic jack to push or bend heavy material into place; align panels; heat metal with a torch to increase malleability; and reshape metal using a hammer and dolly.

Remove and replace, or repair and rebuild damaged panels, fenders, hoods, doors, grills and bumpers; repair and rebuild metal or fiberglass areas with an air grinder; apply resin; file area to the correct shape; smooth area with sandpaper; and make final preparations for painting by applying putty and primer and sanding area.

Paint vehicles, equipment and components by cleaning the area to be painted; tape exposed windows, lights, bumpers and similar parts; apply paint using the appropriate paint and method.

Reassemble and install equipment parts; clean or sandblast area and weld parts to frames using appropriate welding process.

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.

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.
- * Some positions require a valid Class B or C 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.

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)*

MINIMUM QUALIFICATIONS (cont'd)

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
REVISED: 7/1/91P
11/29/90PC
REVISED: 12/19/03PC
REVISED: 2/10/06PC