



CIVIL DIVISION
CLASS SPECIFICATION

**AUTOMOTIVE BODY REPAIR
WORKER**

DATE ADOPTED: 9/10/1979

LAST REVISION: 5/13/25

Page 1 of 2

DISTINGUISHING FEATURES OF THE CLASS:

An employee in this class performs skilled motor vehicle body repair work and welding for cars, buses, trucks and related automotive and construction equipment. Duties include the repairing or replacing of damaged automotive equipment body parts and the priming and painting of the repaired surfaces along with welding of parts and tools. General assignments are received in the form of work orders. Work is performed independently subject to routine checks during progress and upon completion by a supervisor.

TYPICAL WORK ACTIVITIES:

The following is indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all inclusive and does not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Repaints, replaces and repairs cars, buses, trucks and construction equipment bodies, grills and frames;
2. Removes and fills dents and straightens door panels, fenders and hoods with hammers and fender irons;
3. Operates and maintains a variety of welding equipment;
4. Sandblasts and prepares surfaces for cutting, welding, brazing or soldering for the repair of dents and breaks in metal;
5. Straightens frames and wheels with presses and other equipment;
6. Fabricates and repairs a variety of parts, tools and components associated with automotive, trucks, construction vehicles and equipment, snow removal equipment, and storage facilities where welding or related skills are required;
7. Cleans surfaces using steel and sanding equipment;
8. Applies fillers and mixers and blends paints;
9. Applies masking tape to paint surfaces and vehicles with a spray gun;
10. Repairs seats and may remove and install electrical equipment in seats;
11. Works with outside machine shops to have materials rolled or bent to specifications;
12. May operate snowplow, sander, water wagon, fuel service trucks, sweepers and utility vehicles;
12. May perform general automotive repair work;

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:

Good knowledge of the methods, materials, equipment and tools used in automotive body repair work; good knowledge of the hazards and safety practices of the trade; good knowledge of the tools, techniques and terminology associated with the welding trade; good knowledge of the accepted safety practices and OSHA standards for the trade; working knowledge of the operation of gas and electric arc welding and brazing equipment; skill in the use of tools used in automotive body repair work; ability to follow oral and written instructions; ability to layout and follow through work assignments; personal characteristics necessary to perform the duties of the position; physical condition commensurate with the demands of the position.



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Page 2 of 2

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma AND two (2) years of satisfactory full-time work experience in the repair of car, bus, truck and/or construction equipment body repair work which included welding;

NOTE: Credit hours in automotive mechanics and repair may be substituted for a maximum of one (1) year of experience. Thirty (30) credit hours are equivalent to one (1) year of experience.

SPECIAL REQUIREMENTS:

In some jurisdictions, eligibility for a particular class New York State Motor Vehicle operator's license may be required at time of application and possession of said license required at time of appointment.

CIVIL DIVISION USE ONLY:

JURISDICTIONAL CLASSIFICATION: Non-Competitive

REVISION HISTORY: 2/7/24; 5/13/25