

BODY AND FENDER REPAIRER TRAINEE

DEFINITION

Under close supervision, performs automotive body and fender repair and modification work on a variety of City-owned vehicles and equipment.

SUPERVISION RECEIVED/EXERCISED

Receives supervision from the Equipment Supervisor. Exercises no supervision.

DISTINGUISHING CHARACTERISTICS

Body and Fender Repairer Trainee is the entry level class in the Body and Fender Repairer series. Incumbents perform body and fender repair and modification work on City-owned buses, automobiles, trucks, motorcycles, and other vehicles and equipment. This class is distinguished from Body and Fender Repairer in that the latter is the journey level class in which incumbents perform the full range of duties with a minimum of supervision.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

May include, but are not limited to, the following:

Learns to perform automotive body and fender repair and modification work on a variety of City-owned vehicles and equipment.

Learns to sand, putty, apply primer and paints to repaired surfaces, align and straighten body panels.

Learns to use welding tools, equipment, and techniques to perform repair of damaged vehicles, equipment and related components.

Learns to cut and install automotive glass.

Learns to repair and recover, seats and upholstery.

Reads and learns how to interpret technical documents related to body and fender repair. Maintains a clean work area and assists with cleaning of shop areas and equipment.

Performs related duties as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Terminology, materials, tools and equipment used in automotive body and fender repair, modification and painting.

Hazards and prescribed precautions pertinent to the trade.

Use and care of automotive body and fender tools and equipment.

Ability to:

Acquire and apply skills used in automotive body and fender repair and modification, including painting and upholstery repair.

Establish and maintain effective working relationships.

Skill to:

Safely operate a motor vehicle.

MINIMUM QUALIFICATIONS

Possession of a High School Diploma or equivalent GED completion;

AND

One (1) year of full time paid experience in minor body and fender repair work on automotive or related equipment.

Special Requirement(s):

Possess a valid California Driver's License at time of appointment.

Within thirty (30) days of appointment must obtain a valid Commercial Instructional Permit.

Within six (6) months of appointment must obtain and maintain

- A valid Commercial Class B California Driver's License with required endorsements and without air brake restriction.
- Two (2) National Institute for Automotive Service Excellence (ASE) certifications in the following components:

Painting & Refinishing (B2)

Non-Structural Analysis & Damage Repair (B3)

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This class is in a flexibly-staffed series, which allows an employee to “flex” to the journey level after a required training period.

APPROVED: _____ *Signature on File* _____ DATE: January 19, 2017
Director of Personnel Services

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