

BODY AND FENDER REPAIRER I

DEFINITION

Under 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 I 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 II 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:

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

Sands, putties, applies primer and paints to repaired surfaces, aligns and straightens body panels.

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

Cuts and installs automotive glass.

Repairs and recovers, seats and upholstery.

Reads and interprets 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.

Skill/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.

Operate a motor vehicle safely.

MINIMUM QUALIFICATIONS

Education:

Possession of a High School Diploma or equivalent GED completion.

Experience:

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

OR

Certification in the Inter-Industry Conference on Auto Collision Repair (I-Car) ProLevel 1 in both:

- Refinish Technology
- Non-Structural Technician

Special Requirement(s):

Possession of a valid California Class C Driver's License is required at the time of application and continued maintenance throughout the entire term of employment in this classification.

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

Permit.

Within twelve (12) months of appointment must obtain and maintain throughout the entire term of employment in this classification:

- A valid Commercial Class B California Driver's License with required endorsements and without air brake restriction.
- The following two (2) valid National Institute for Automotive Service Excellence (ASE) certifications in the Collision Repair & Refinish (B) Series:
 - Painting & Refinishing (B2)
 - Non-Structural Analysis & Damage Repair (B3)

Incumbents must take the two above certification examinations within the first six (6) months of appointment. Failure to obtain the ASE certifications within twelve (12) months of appointment will be cause for termination from this classification.

This class is in a flexibly-staffed series, which requires twelve (12) months of satisfactory service within the series. A Body & Fender Repairer I may be "flexed" to Body & Fender Repairer II as early as six (6) months upon recommendation of the appointing authority and upon possession of all necessary licenses and certificates. A Body & Fender Repairer I who "flexes" early must still serve the remainder of their probationary period at the II level, for a total of twelve (12) months. If an employee is hired at the II level, they will be required to serve the twelve (12) month probationary period at that level.

PHYSICAL DEMANDS

The physical demands described here are representative of those that are necessary to safely, effectively, and efficiently perform the essential functions of this job with or without reasonable accommodation.

This classification's physical demands involve heavy work exerting up to 100 pounds of force occasionally with assistance, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects. Additionally, the following physical demands may be required: balancing, climbing, crouching, feeling, manual dexterity, grasping, handling, hearing, kneeling, lifting, mental acuity, reaching, repetitive motion, speaking, standing, stooping, talking, visual acuity, walking.

APPROVED: _____ Signature on File _____ DATE: 10/20/2025
Director of Personnel Services

Body and Fender Repairer I
Page 4

MR/LD/jl /12/13/89

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Revised TJM: SCM: KP: lg 12/22/16

Revised: EVG/C&C: 10/20/2025