

**BODY AND FENDER REPAIRER II****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 II is the journey level class in the Body and Fender Repairer series. Incumbents perform skilled body and fender repair and modification work on buses, automobiles, trucks, motorcycles, and other City-owned vehicles and equipment. This class is distinguished from Body and Fender Repairer Leadworker in that the latter is the lead level class in the series in which incumbents are responsible for performing the more difficult body and fender repair work and providing lead direction to staff. This class is distinguished from Body and Fender Repairer I in that the latter is the entry level class.

**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.

Evaluates vehicle damage, determines applicable repair; assists in ensuring quality control, maintaining maintenance records and inventory of parts and supplies, and preparing status and other informational reports.

Sands, putties, applies primer and paints repaired surfaces, and 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.

Recommends proper tools and/or products to acquire in the repair of body and fender for buses and related equipment.

Repairs and recovers seats and upholstery.

Body and Fender Repairer II  
Page 2

Assists in the training of staff.

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:**

Techniques, materials, tools, and equipment used in automotive body and fender repair and modification including automotive painting and fabrication of parts, tools, and equipment.

Hazards and prescribed safety precautions pertinent to the trade.

Basic training and leadership techniques.

**Skill/Ability to:**

Perform automotive body and fender repair, modification, fabrication of tools and equipment, and automotive painting.

Safely operate a motor vehicle.

Adapt available tools and equipment to present problems and when necessary, fabricate unavailable parts, tools, and equipment.

Weld using gas, arc, MIG and TIG equipment.

Establish and maintain effective working relationships.

**MINIMUM QUALIFICATIONS**

**Education:**

Possession of a High School Diploma or equivalent GED completion.

**Experience:**

Two (2) years of full time paid experience in automotive or heavy-duty body and fender repair work.

**OR**

Certification in the Inter-Industry Conference on Auto Collision Repair (I-CAR) ProLevel 2 in both:

- Refinish Technician
- Non-Structural Technician

**Special Requirement(s):**

Possession of a valid California Commercial Class B Driver's License with passenger endorsement and without air brake restriction is required at the time of application and continued maintenance throughout the entire term of employment in this classification.

Possession at the time of application and continued maintenance throughout the entire term of employment in this classification the following two (2) valid certificates issued by the National Institute for Automotive Service Excellence (ASE) in the Collision Repair & Refinish (B) Series:

- Painting & Refinishing (B2)
- Non-Structural Analysis & Damage Repair (B3)

Within twelve (12) months of appointment must obtain and maintain throughout the entire term of employment in this classification the following additional two (2) valid National Institute for Automotive Service Excellence (ASE) certifications in the Collision Repair & Refinish (B) Series:

- Structural Analysis & Damage Repair (B4)
- Mechanical & Electrical Components (B5)

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  
Director of Personnel Services

DATE: 10/20/2025

MR/LD/jl/12/13/89  
+288/SPECS  
Revised TJM:SCM:KP:lg 12/22/16  
Revised: EVG/C&C: 10/20/2025