

AUTO BODY BUILDER AND REPAIRER, 3704
AUTO BODY REPAIR SUPERVISOR, 3706
SENIOR AUTO BODY SHOP SUPERVISOR, 3709

Summary of Duties : Fabricates, installs, remodels, or repairs bodies and body accessories of automotive equipment; or supervises a group of employees engaged in such work; or through subordinate supervisors, directs and coordinates the activities at an automotive repair facility; and does related work.

Distinguishing Features : An Auto Body Builder and Repairer repairs, rebuilds, and fabricates bodies and accessories of light and heavy automotive equipment. An employee of this class works mostly with light gauge sheet metals, but may also install heavier metals, glass, and wood fixtures as necessary. An Auto Body Builder and Repairer receives assignments in the form of work orders, sketches, and blueprints, supplemented by verbal instructions, and usually has work inspected during progress and on completion. The work of an Auto Body Builder and Repairer is distinguished from other skilled classes in that it pertains exclusively to the auto body building and repairing craft.

The Auto Body Repair Supervisors are in charge of, and may provide assistance to, a group of journey-level employees and helpers such as Auto Body Builder and Repairers, Auto Painters, Auto Upholsterers, Welders, Mechanical Helpers, and Equipment Mechanics. Employees of this class assign work, monitor its progress, and inspect the work when completed, including coordination of the work of the repair and rebuilding shop with that of other specialized shops.

Some Auto Body Repair Supervisor positions are responsible for the planning and directing of the auto body repair and modification function at an automotive repair facility and have functional control over large projects involving work by several shops. The employees assigned to these positions receive assignments in the form of written orders, blueprints, and sketches, and supplement these with verbal instructions and sketches in the assigning of specific tasks to a group of employees.

A Senior Auto Body Shop Supervisor, through the Auto Body Repair Supervisor, has the overall responsibility for planning and directing the activities of an automotive body shop engaged in multi-shift auto body repair operations. An employee of this class is responsible for insuring the expeditious body repair of automotive and construction vehicles while maintaining quality of work and safety precautions. This employee also prepares and reviews labor and material cost estimates for proposed body shop work and capital additions to body shop equipment; confers with supervisory, engineering, and other personnel to discuss work activities among related specialized repair

shops, such as job costs, personnel requirements and utilization, work load, and other operating, technical, and related matters; may also assist a division head in reviewing yearly purchase orders and contracts relating to welding and body repairs; initiates budget requests; and establishes and accomplishes division goals and objectives.

Examples of Duties : Auto Body Builder and Repairer : Repairs, removes, fabricates, installs and modifies automotive bodies, fenders, hoods, panels, radiator grills, bumpers, gasoline tanks, tool boxes, chain boxes, partitions, cabinets, bins, compartments, floors, doors, window frames, channels, regulators, locks and other body parts; installs lights and glass; repairs upholstery; cuts, rolls, fits, assembles and welds metal shapes, by heat and cold application; files, sands and welds small imperfections; operates acetylene and arc welding equipment; operates power, foot, and hand shears, hand or power brake, drill press, power punch, portable and bench buffers, grinders, sanders, pneumatic hammers, electric drills, and other power and hand tools; uses hydraulic jacks, hoists, and cranes to lift, push or pull bodies into shape; straightens and repairs vehicle frames, I-beam front axles, and aerial ladders, using a straightening rack and hydraulic arms; aligns wheels; solders, brazes and spot welds; applies and shapes lead and plastic fillings; lays out work, using tools such as: square, divider, scribe, cold chisel, center punch and hammer; may inspect automotive equipment for body repairs; may estimate time and materials required to perform body work; may keep routine records; may lay out by geometry, triangulation, other methods transitions and other items; and may use paint spray guns to apply primers and do finish spot painting.

Auto Body Repair Supervisor : Supervises a group of journey-level employees and helpers and advises and assists them on the above repair work; inspects and appraises damaged vehicles to prepare repair orders and assign work; determines repair needs of equipment; estimates time and materials required to complete repair or fabrication orders; prepares cost estimates of repair work; coordinates such work in conjunction with the work of automotive mechanical repair and servicing shops; arranges for transfer of equipment to main repair shops for major repairs; expedites work by checking on work in progress and securing needed supplies, and reassigning personnel; prepares requisitions for materials; inspects finished work; inspects shop machines and equipment and sees that they are kept in good condition; directs and enforces the safety rules and precautions of the safety program for shop personnel; reviews time reports of subordinates for proper entries; and makes routine oral and written reports of work in progress or completed.

Some positions in this class plan, assign, coordinate, and direct the work at an automotive repair and modification facility; perform field inspections of damaged automobiles, trucks or construction equipment and make preliminary and subsequent cost estimates of required repair work; develop long-time projections or relative time and cost

advantages of alternative methods of body repair work; consult with engineering personnel and mechanical repair supervisors to develop repair sequences to minimize total downtime of damaged vehicles; confer with engineering and administrative personnel in developing automotive specifications; recommend the purchase of body shop equipment and supplies as necessary; and assist in the design and construction of improvements to automotive body equipment.

Senior Auto Body Shop Supervisor : Plans, coordinates, and directs, through subordinate supervisors, the work of employees at a major body shop engaged in body repair, painting of damaged vehicles, general sheet metal fabrication, asphalt plant maintenance, vehicle modification, body exchanges, component manufacturing, field inspection, field maintenance welding, fleet vehicle painting, maintenance of vehicle accident records, and welding and repair of street bridges, crossings, heavy construction items, and shop equipment; reviews and initiates budget requests; assists the division head in reviewing yearly purchase orders and contracts relating to welding and body repairs; assists the division head in establishing and accomplishing division goals and objectives; prepares and submits the annual budget requests for the unit; enforces the use of safety devices and the observance of safety precautions; inspects shops and repaired equipment and advises on repair methods and procedures and suggests changes and improvements in the repair of equipment; consults with representatives of manufacturers and other agencies; and may act as assistant division head.

Employees in these classes may occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

Qualifications :

	Auto Body Bldr. & <u>Repairer</u>	Auto Body Repair <u>Supvsr.</u>	Sr. Auto Body Shop <u>Supvsr.</u>
<u>Knowledges</u> :			
Methods, materials, procedures, processes, and standards used in auto body building, auto body and fender repairing, auto and metal painting, and auto undercoating work;	Good	Good	Good

Auto Body Bldr. & <u>Knowledges (Cont) :</u>	Auto Body Repair <u>Repairer</u>	Sr. Auto Body Shop <u>Supvsr.</u>	<u>Supvsr.</u>
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Proper procedures, hazards, and safety precautions of tools and equipment employed in shaping, fitting grinding, cutting, weld- ing, painting, and form- ing the materials com- monly used in custom building and repairing of automotive equip- ment bodies, fenders, and accessories;	Good	Good	Good
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Supervision, inter- viewing, training, and employee griev- ance handling;	Working		Good
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Laws and regulations related to equal employment oppor- tunity and affirma- tive action;	Working		Working
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Purchasing proce- dures and store- keeping methods in- cluding safe storage of flammable materials;		General	General
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City personnel rules, policies and procedures;		General	General
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Memoranda of understanding as they apply to subordinate personnel;		General	General
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Budget preparation and personnel management;			General
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Abilities :

Work from blue- prints, plans and sketches;	x	x	x
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Auto Body Bldr. &	Auto Body Repair	Sr. Auto Body Shop
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<u>Abilities (Cont) :</u>	<u>Repairer</u>	<u>Supvsr.</u>	<u>Supvsr.</u>
Lay out shapes and parts and perform the necessary arithmetical calculations in such work;	x	x	x
Determine material requirements and estimate job costs;	x	x	x
Keep routine records;	x	x	x
Build and modify special equipment;	x	x	x
Perform acetylene, arc, spot welding, and soldering;	x	x	
Plan, assign, and supervise subordinates engaged in the repair, construction, and rebuilding of automotive bodies and accessories;		x	x
Instruct and deal tactfully and effectively with subordinates;		x	x
Coordinate work of subordinates with work being performed in other related specialized shops;		x	x
Prepare reports of jobs completed and work in progress;		x	
Devise improved repair methods;		x	

<u>Abilities (Cont) :</u>	<u>Auto Body Bldr. & Repairer</u>	<u>Auto Body Repair Supvsr.</u>	<u>Sr. Auto Body Shop Supvsr.</u>
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Prepare and analyze budget, personnel utilization, and other related shop reports;

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Develop, install, and supervise the maintenance of inventory and cost records.

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Completion of a recognized four-year apprenticeship program as an auto body and fender repairer or auto body builder or the attainment of a journey-level rank as an auto body and fender repairer or auto body builder with progressive experience in the auto body building and repairing field, or four years experience as a helper in the building or repair of auto bodies, is required for Auto Body Builder and Repairer. d n n d

Two years experience as an Auto Body Builder and Repairer or in a class which is at least at that level and which provides journey-level experience in fabricating, installing, remodeling, or repairing bodies and body accessories of automotive equipment is required for Auto Body Repair Supervisor. t , e

Two years as an Auto Body Repair Supervisor or Welder Supervisor is required for Senior Auto Body Shop Supervisor. r

License : All Classes : A valid California driver's license is required.

Physical Requirements : Auto Body Builder and Repairer : Strength to perform average lifting up to 35 pounds and occasionally over 70 pounds; arm, hand, and finger dexterity with both hands involved in reaching, handling, feeling and using small tools; and good eyesight and hearing. e r l

Auto Body Repair Supervisor : Strength to perform average lifting up to 15 pounds and occasionally over 25 pounds; arm, hand and finger dexterity with at least one hand involved in reaching, handling, or feeling, and using small tools; and good eyesight. d d

Senior Auto Body Shop Supervisor : Strength to perform average lifting up to 5 pounds and occasionally over 15 pounds; and good eyesight.

Persons with medical limitations may, with reasonable accommodation, be capable of performing the duties of some of the positions in these classes. Such determination must be made on an individual basis in light of the person's limitations, th e

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requirements of the position, and the appointing authority's ability to effect reasonable accommodations to the person's limitations.

As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what the duties and responsibilities of any position shall be.