

City of Fort Worth, Texas Job Description

Classification Title	Auto Body Repairer		
Job Code:	ST5030	Job Family:	Service Trades
Pay Grade	506	Date Reviewed:	06/15/15
FLSA Status	Nonexempt	Date Revised:	

GENERAL SUMMARY

Performs all phases of repair and painting for automobiles, trucks and related equipment; participates in equipment and supply requisition and inventory; and provides assistance to assigned supervisory personnel.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

1. Performs service and repairs work on a variety of equipment and vehicles; repair damaged body metal to original form and alignment; removes and replaces damaged fenders, hoods, grills, and other body parts and hardware.
2. Retrieves parts, tools, and other materials needed for mechanical repair; delivers vehicles and equipment from various locations such as body shops, vendors, and dealers; provides estimates on damaged vehicles and evaluates outside vendor repair estimates/bids for completeness.
3. Applies matching paint to auto-body sections; paints entire vehicle and equipment if needed. Applies decals and letters on vehicles and equipment.
4. Replaces auto and truck parts; repair and replace window glass and molding; repairs lighting equipment.
5. Removes parts from totaled cars to use in repairs to current fleet. Organizes and labels parts for easy access when needed.
6. Performs repairs on electrical, mechanical, and related parts attached to body panels and assemblies.
7. Installs upholstery upon completion of repair work.
8. Transfers vehicles to and from vendors.
9. Provides customer service and administrative duties to facilitate auto repair.
10. Assists general maintenance of shop facility.
11. Performs other duties as required.
12. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.

KNOWLEDGE, SKILLS & ABILITIES

- **Knowledge of:**
 - Vehicle makes and models.
 - Auto body repair methods, tools, and equipment.
 - Painting colors and the ability to properly combine them.
 - City and departmental policies and regulations related to safety.
 - Proper techniques and uses of a variety of hand tools and power tools.
- **Skill in:**
 - Customer Service.
 - Time Management.
 - Attention to detail.
- **Ability to:**
 - Communicate clearly and effectively, both orally and in writing.
 - Adapt tools and repair parts to specific repair problems.
 - Match and blend paint.
 - Perform strenuous manual labor tasks.
 - Follow written and verbal instructions.
 - Maintain records.
 - Establish and maintain cooperative working relationships.

MINIMUM JOB REQUIREMENTS

HS diploma/GED with specialized training in auto body repair and one year of directly related experience.

OTHER REQUIREMENTS

Valid Texas driver's license.

WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, stooping, kneeling, crouching, reaching, walking, repetitive motions, climbing, balancing, pushing, pulling and lifting; depending on assignment. Incumbents may be exposed to moving mechanical parts, odors, dusts, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting and intense noises.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable

accommodations may be made to enable individuals with disabilities to perform the essential functions.

Medium work – Depending on assignment, positions in this class typically exert up to 50 pounds of force occasionally, up to 20 pounds of force frequently, and/or up to 20 pounds of force constantly having to move objects.