

## AUTOMOTIVE BODY TECHNICIAN

### NATURE OF WORK

This is skilled work in the repair and maintenance of the automotive bodies of a diversified fleet of vehicles.

Work involves estimating damage, determining the proper method of repair, estimating repair costs and the repair and reconditioning of vehicles and equipment. Work also involves maintaining records of repairs made, work order and time worked. An employee in this class works with some independence and with general supervision received from a technical superior. Work is reviewed in progress and upon completion.

### EXAMPLES OF WORK PERFORMED

Estimates vehicle or equipment damage, determines the proper method of repair, and estimates repair costs using automotive collision estimating software.

Performs body work, including removing dents or rust from vehicles and equipment, replacing parts that cannot be repaired, sanding and smoothing surfaces, preparing them for paint, priming, and painting to restore to like new condition.

Fabricates parts when replacement parts are not available.

Drives or makes arrangements to have vehicles and equipment transported to the maintenance facility for repairs and test drives them after repairs are complete.

Documents and keeps records of damage; maintains records of repairs made, work orders and time worked.

Performs related work as required.

### DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of the design, construction, assembly, adjustment and maintenance of a wide variety of automobiles, trucks and specialized automotive equipment.

Knowledge of the methods, materials, tools, and equipment used in automotive body repair.

Knowledge of the hazards involved in automotive body repair and the safety precautions necessary to prevent their occurrence.

Knowledge and skill in the use of all types of auto body shop tools and equipment such as computerized test and diagnostic equipment, welders, auto body measurement tools, and frontend alignment equipment.

Ability to diagnose collision damage in all types of automotive equipment, including the ability to detect hidden damage and improperly adjusted components and assemblies.

Ability to determine the necessary procedures and parts required to complete repairs.

Ability to keep records of estimates, repairs and service operations, and to complete various vehicle-related reports.

Ability to establish and maintain effective working relationships with supervisors, co-workers, user agencies and the general public.

Ability to follow oral and written instructions.

Ability to lift up to eighty pounds.

Skill in repairing surfaces, preparing them for paint, blending paint colors, and painting surfaces to return them to their original state.

#### DESIRABLE TRAINING AND EXPERIENCE

Graduation from a senior high school or equivalent supplemented by specialized vocational/technical school training with a degree in automotive repair or technology and experience at the journey level as an automotive mechanic. Automotive Service Excellence (A.S.E.) certification is desirable.

#### MINIMUM QUALIFICATIONS

Graduation from a senior high school or equivalent and experience in preventive maintenance and repair of automotive equipment; or any equivalent combination of training and experience that provides the desirable knowledge, abilities and skills.

#### NECESSARY SPECIAL REQUIREMENT

Possession of a valid driver's license when operating a vehicle is necessary to the satisfactory performance of assigned duties.

When operating equipment that falls under the Nebraska Commercial Driver's License (CDL) status, the employee is required to possess and maintain the proper license and endorsement.

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