



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

AUTOMOTIVE BODY REPAIRER

Job Number: 20000588

Job Code: 17140V160316

Job Group: 1700 - AUTOMOTIVE AND MECHANICAL

Job Established: 06/16/1982

Job Revised: 03/16/2016

Grade: 09 Salary (MIN - MID):

\$11,224-\$14,869 - Hourly

\$1,823.90-\$2,416.22 - 37.5 Hr. Monthly Salary

\$1,945.50-\$2,577.30 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Coordinates the repair and refinishing of light and heavy duty automotive bodies and equipment; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

NONE

EXPERIENCE:

Must have three years of experience in automotive body repair.

Substitute EDUCATION for EXPERIENCE:

Related vocational or technical training will substitute for the experience on a year-for-year basis.

Substitute EXPERIENCE for EDUCATION:

NONE

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

NONE

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Coordinates the duties of employees or a repair shop in the repair of damaged automotive bodies and body parts of light and heavy duty vehicles. Repairs damaged automotive bodies and body parts of light and heavy duty vehicles. Performs necessary straightening, reinforcement and welding of body and frames. Removes damaged parts to be repaired or salvaged. Makes repairs to damaged equipment or replaces damaged parts. Makes estimates of repairs and recommends feasibility of repairs. Refinishes automotive repairs by filing, scraping and sanding. Primes and paints refinished surfaces. Replaces all necessary equipment such as windows, lights, decals, etc. Maintains cleanliness of work area. Prepares and keeps records of labor and costs of repairs.

UNIQUE PHYSICAL REQUIREMENTS:

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Work is typically performed in a garage or field setting.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.