



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

COLLISION REPAIR & REFINISH TECHNI

Job Number: 20000601

Job Code: 17550V161016

Job Group: 1700 - AUTOMOTIVE AND MECHANICAL

Job Established: 07/16/1999

Job Revised: 10/16/2016

Grade: 10	Salary (MIN - MID):	Special Entrance Rate:
	\$12,345-\$16,355 - Hourly	NONE
	\$2,006.08-\$2,657.70 - 37.5 Hr. Monthly Salary	NONE
	\$2,139.80-\$2,834.88 - 40 Hr. Monthly Salary	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.*

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

MINIMUM REQUIREMENTS:

EDUCATION:

High school graduate.

EXPERIENCE:

Must have two years of auto body repair technical experience.

Substitute EDUCATION for EXPERIENCE:

Vocational or technical school training in auto body repair or a related area will substitute for experience on a year-for-year basis.

Substitute EXPERIENCE for EDUCATION:

NONE

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

Must be ASE certified in one of the four certification areas relative to auto body repair. <http://www.asashop.org/> Must maintain any required licensure(s), certification(s), or other credentials for the length of employment in this classification. Employing agency is responsible for ensuring employee possesses and maintains required licensure(s), certification(s) or other credentials.

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.*

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 filling, scraping and sanding. Primes and paints refinished surfaces. Replaces all necessary equipment such as window, lights, decals, etc. Maintains cleanliness of work area. Prepares and keeps records of labor and costs of repair.

UNIQUE PHYSICAL REQUIREMENTS:

Physical effort required in the performance of auto body repairs.

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

Incumbents working in this job title perform work in a paint shop.

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.