



*The City Beautiful*

## City of Coral Gables Job Description

**Job Title:** Automotive Body Worker II  
**Department:** Automotive  
**Classification:** 4011  
**Pay grade:** 17C  
**FLSA:** Non-Exempt

**Prepared Date:** 12/07  
**Approved By:**  
**Approved By:**

### Summary

Performs skilled body and fender work in auto repair and painting at the journeyman level on automobiles, trucks and heavy equipment. Work is assigned, reviewed by inspection, and performed under the direction of a Foreman.

### Essential Duties and Responsibilities

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification.

Performs major and minor repairs to bodies and fenders of wrecked vehicles, rounds out dents and fills in damaged areas with fiber glass compound.

Rebuilds, replaces and repairs automotive, truck and construction equipment, body grills and frames,

Removes dents and straightens door panels, fenders and hoods with hammer and fender irons.

Welds breaks and fractures in sheet metal and frames. Straightens frames with pressure equipment, Repairs and solders radiator leaks.

Letters and stripes trucks, cars and other automotive and construction equipment. Installs decals and trim accessories.

Uses polishers, electric sanders and scrapers to prepare surfaces for painting and to obtain final finish.

Mixes and matches paints, lacquers and enamels to achieve desired colors of consistency.

Applies paint, varnish, enamel and lacquer to interior and exterior surfaces of wood and metal equipment with brush or spray gun.

Cleans and maintains brushes, spray guns and other body work tools.

Conforms with and abides by all regulations, policies, work procedures and instructions.

Conforms with all safety rules which includes wearing and using all appropriate safety equipment.

Performs other related tasks as required.

## **Knowledge, Skills, and Abilities**

Thorough understanding of the principles, methods, materials and tools used in body and fender work. Knowledge of the occupational hazards and safety precautions of the trade and proper use of tools and machinery. Knowledge of paints, lacquers, enamels, paint removers, fiber glass and other surface preparers and finishers and knowledge of their properties and applications. Ability to understand and act upon oral and written instructions including diagrams, and to make time estimates based upon instructions. Organizational skills to maintain basic shop records and prepare reports. The ability to use sanders, polisher, brushes, etc. and to skillfully letter and apply decals to vehicles.

## **Physical Requirements**

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of telephone and personal contact as normally defined by the ability to see, read, talk, sit, stand, hear, hands to fingers dexterity, handle, feel or operate objects, read and write English.

Work is performed both indoors and outdoors. Must be able to wear hard hat/helmet, safety glasses, safety shoes and gloves. Exposure to extreme temperatures, electrical hazards, noise, heights, fumes, and dust are common. The position requires the ability to lift materials in excess of 50 pounds on a regular basis and to work in awkward positions. The incumbent may be required to stand for long periods of time.

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

## **Minimum Education and Experience**

High school diploma or equivalent

Minimum of four (4) years experience in a variety of automotive bodywork and painting at the journeyman level.

Valid Florida driver's license with CDL Class A certification.

CDL requirement may be waived for up to 90 days but must be obtained by the end of the 90 days for continued employment.

A comparable amount of training or experience may be substituted for the minimum education requirements.