

**MONTGOMERY COUNTY GOVERNMENT
ROCKVILLE, MARYLAND
CLASS SPECIFICATION**

**Code No. 005015
Grade 17**

AUTOBODY REPAIRER*

DEFINITION OF CLASS:

This is journey level work involving the maintenance and repair of mobile equipment bodies and mainframe groups. Contacts generally are limited to shop employees, providing and receiving instructions and information. This class of work may entail some public service/assistance, but it is incidental to the primary focus of the work performed. An employee in this class is responsible for removing, fabricating, reshaping, replacing or repairing such damage as dents, tears, wrinkles, cuts and creases by cutting, knocking out, welding, filling and sanding. Employees are also responsible for performing basic mechanical work such as replacing nonoperational components on vehicles or equipment. Work is performed on equipment such as passenger cars, trucks, buses, fork lifts, ambulances, and mobile construction equipment. Work may be performed in an over-head position as well as on vertical and horizontal planes. Work assignments are received through work orders, blueprints, sketches, and drawings, from which the employee is expected to plan and lay out work including the determination of material, equipment and parts required. An employee at this level has latitude to make independent judgments and decisions within accepted trade practices and procedures. Work is usually spot checked upon completion for quality of workmanship and compliance with work orders. Work is performed in a shop which is noisy, dirty, dusty and greasy and exposes the employee to various hazards such as toxic paint, gases, and risk of fire. The work involves standing, walking, bending, crouching, kneeling and crawling and may be done in awkward and cramped positions. Employee frequently handles objects of varying weight and dimension in setting up work and equipment and completing assignments.

EXAMPLES OF DUTIES: (Illustrative Only)

- Repairs mobile equipment metal body components such as fenders, panels, hoods, cowls, truck beds, door posts, door frames, skeletal frame work, and main support members, including associated parts such as brackets, covers, clamps and braces.
- Straightens, knocks out dents and creases, welds cuts and holes; and smoothes, fills, sands and finishes damaged autobody components using such tools as dolly sets, hammers, grinders, sanders, and gas and electric arc welding equipment.
- Performs duties related to paint jobs to include masking, sanding, priming, and painting. May include mixing of paints and chemicals.
- Hand forms and fabricates parts from wood or metal such as safety bars, gas tank straps, truck bed stakes and floors.
- Replaces broken or damaged windows and windshields using standard factory replacements or by cutting and grinding flat stock to size.
- Fits body to frame, doors, window channels, hoods, trunk lids and other parts.
- Cuts, bends, forms and shapes irregular curves, angles and pitch in the fabrication or modification of components and specialized parts.
- Plans and lays out work including determination of material, equipment and parts required.

- Performs basic mechanical work, such as replacement of non-operational components of County vehicles and equipment, including electrical components, body damage, radiators, wheelchair lifts, and related equipment.
- Reads and interprets sketches, blueprints, and specifications.
- Instructs apprentice employees in the skills of the trade.
- Drives to and from work sites.
- Inspects the work of outside contractors where applicable to ensure that the damage was repaired according to applicable regulations and that the vehicle/equipment is safe to use.
- Performs related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES:

- Considerable knowledge of the standard practices, methods, tools and materials common to the autobody repair trade.
- Considerable knowledge of mobile equipment construction and how various components and parts are installed, i.e., bolted, soldered, riveted or welded.
- Knowledge of metals and skill in the use of welding equipment, including acetylene and electric arc, to perform a variety of work such as cutting, brazing, welding and bending a variety of metal stock.
- Knowledge of arithmetic to calculate and scribe patterns in the fabrication of wood or metal parts.
- Ability to estimate labor and material requirements and whether to repair damaged parts or replace them with fabricated or factory replacement parts.
- Ability to interpret work orders, blueprints, sketches and drawings, and to plan and layout work including the determination of material, equipment and parts required.
- Ability to perform work in an overhead position as well as on vertical and horizontal planes.
- Ability to wear and use personal protective clothing and equipment when exposed to dust, fumes and other irritants to eyes, nose, ears and respiratory system.

MINIMUM QUALIFICATIONS:

Experience: Completion of a recognized apprentice autobody repairer program.

Education: Graduation from high school or High School Certificate of completion recognized in the State of Maryland.

Equivalency: An equivalent combination of education and experience may be equated.

Physical Ability: Ability to frequently lift, carry, set up and otherwise move tools, equipment, parts, and materials that weigh up to fifty (50) pounds and to occasionally lift and carry items that weigh up to one hundred (100) pounds.

LICENSE:

At Time of Employment Application:

- Possession and maintenance at all times of a valid Class "C" (or equivalent) driver's license from the applicant's state of residence.

First Day of County Employment:

- Possession and maintenance at all times of either a Class "A" or "B" (or equivalent) Commercial Driver's License with Passenger and Air Brake Endorsement, or an Instructional Permit for a Class "A" or "B" (or equivalent) Commercial Driver's License with Passenger and Air Brake Endorsement, issued by the employee's state of residence.

Upon Completion of Probationary Period:

- Possession and maintenance at all times of a Class "A" or "B" Commercial Driver's License, with Passenger and Air Brake Endorsement from employee's state of residence; Federal Environmental Protection Agency Air Conditioning Certification (Clean Air Act, 1990, Section 608 and 609) appropriate to the equipment serviced/inspected; and a Maryland State Forklift Operator License.

[MCFRS positions require the possession and maintenance at all times of a valid Class "A" Commercial Driver's License]

PROBATIONARY PERIOD:

Individuals appointed to this class will be required to serve a probationary period of six (6) months, during which time performance will be carefully evaluated. Continuation in this class will be contingent upon successful completion of the probationary period.

MEDICAL EXAM PROTOCOL: Core II Exam. with Urine Drug Screen.

Class Established: February, 1966

Revised: November, 1973

December, 1984

Classification Study: May, 1991 (M)

December, 1996

July, 1999

Classification Study: February, 2005 (M)

March, 2005

April, 2010

August, 2012

June, 2013

August, 2013

December 2013

Revised: Medical Protocol per OMS Review: July 2022