

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

**Code No. 005016  
Grade 11**

**APPRENTICE AUTOBODY REPAIRER**

**DEFINITION OF CLASS:**

This is beginning level and semiskilled work in an apprenticeship program during which an employee develops the knowledge, skills and abilities required to become a journey level autobody repairer. Contacts are limited to shop employees and involve 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 receives frequent written and verbal instructions through on-the-job training and attendance at general shop meetings and formal classes. Initially, work is frequently checked during progress and upon completion and performed under very close supervision of a journey level autobody repairer. As the employee's knowledge of and skill in the trade increase, the employee is expected to perform semiskilled and limited skilled work with a view toward becoming a journey level autobody repairer. Complexity of the work is marked by the knowledge of the occupational hazards and safety precautions of the trade required to accomplish the work in the most efficient manner. Impact of properly performed work extends the useful life of the County's vehicle equipment fleet. Work is performed in a shop which is noisy, dirty, dusty, and greasy and exposes the employee to gasoline and diesel fumes. The work involves standing, walking, bending, crouching, lifting, kneeling and crawling and may be done in awkward and cramped positions.

**EXAMPLES OF DUTIES: (Illustrative Only)**

- Performs semiskilled autobody repair and general maintenance assignments.
- Receives on-the-job instructions and training from a journey level autobody repairer to accomplish a variety of autobody repair tasks and to develop and acquire skills of the trade.
- Attends formal and informal shop classes to learn the skills, tools and knowledge of the trade and to create an awareness of safety rules and practices.
- Uses knowledge of mathematics to learn how to plan and layout work.
- Performs bench and shop work within capabilities and skills, using hand and power tools and equipment of the trade.
- Cleans, sharpens and repairs hand and power tools and equipment.
- Performs related duties as required.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Ability to use the common hand and power tools and equipment of the trade.
- Ability to work in a shop from awkward, tiring and uncomfortable positions.
- Ability to wear and use personal protective clothing and equipment for protection from dust, fumes and other irritants to the eyes, nose, ears and respiratory system.
- Ability to prepare simple sketches and material lists.
- Ability to understand and carry out oral and written instructions in English.

**MINIMUM QUALIFICATIONS:**

**Experience:** No previous experience required.

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

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

**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:**

- Possession and maintenance at all times of a valid State of Maryland Commercial Driver's License from the applicant's state of residence.

**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.

**Class Established:** November, 1977

**Revised:** December, 1984

May, 1991 (M)

August, 2013