

**TENTATIVE**

**Occ. Code 7347100**

**SERVICE & REPAIR MECHANIC (AUTO BODY), GRADE 12**

**New York State Department of Civil Service**

**Classification Standard**

**BRIEF DESCRIPTION OF CLASS**

Service & Repair Mechanics (Auto Body) perform skilled tasks, requiring specialized training and experience, to paint, repair, and maintain the bodies and parts of vehicles, equipment, and other property in an agency fleet.

**DISTINGUISHING CHARACTERISTICS**

A Service & Repair Mechanic (Auto Body) performs skilled auto body repairs for majority of work time; may maintain and repair vehicles and equipment when not performing body work. All positions are in the non-competitive jurisdictional class.

**RELATED CLASSES**

Service & Repair Mechanics (Motor Equipment) perform skilled mechanical work to diagnose mechanical, electrical, and hydraulic equipment problems and

maintain, repair, and overhaul gasoline and diesel powered vehicles and equipment.

Service & Repair Assistants (Motor Equipment) perform semiskilled motor equipment and mechanical maintenance and repair work under the supervision of a journey level mechanic.

Automotive Facilities Inspectors conduct field inspections and investigations of automotive repair and maintenance businesses and investigate and resolve consumer complaints.

### **ILLUSTRATIVE DUTIES**

Repaints equipment and property by cleaning, sandblasting, grinding, filling, and priming.

Repairs bodies, fenders, and chassis by replacing damaged parts, straightening frames and related parts, and welding, fabricating, scraping, and treating them.

Removes and replaces body parts and accessories.

Assists in estimating the costs of repairs to damaged vehicles and equipment.

Maintains time and cost distribution records.

Maintains and is responsible for tools, equipment, and inventory assigned to the body and paint shop.

Requisitions and orders parts, supplies, and equipment.

Maintains the shop and equipment.

Supervises staff assigned to the shop.

### **MINIMUM QUALIFICATIONS**

**Non-competitive:** four years of experience under the supervision of an auto body mechanic or completion of an apprenticeship program and possession of a driver's license appropriate to the equipment operated and repaired.

**NOTE:** Classification Standards illustrate the nature, extent and scope of duties and responsibilities of the classes they describe. Standards cannot and do not include all of the work that might be appropriately performed by a class. The minimum qualifications above are those which were required for appointment at the time the Classification Standard was written. Please contact the Division of Staffing Services for current information on minimum qualification requirements for appointment or examination.