

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES  
CLASS SPECIFICATION

AUTO AND BODY REPAIRER

POSITION CODE: 03680

Effective: 10-16-74

DISTINGUISHING FEATURES OF WORK:

Under direct supervision, performs skilled mechanical work in the repair, rebuilding, and refinishing of auto bodies, fenders and frames of state-owned automotive equipment, employing standard trade practices and procedures well established in automotive body repair shops.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Removes and replaces, or repairs and rebuilds damaged fenders, hoods, doors, quarter panels, grills, shells, bumpers, and frames on all makes of cars and trucks; removes dents with body hammer and fender tools; reassembles automotive bodies and fenders.
2. Welds, brazes, and strengthens metal breaks and fractures in bodies and frames; straightens frames and wheels with presses and other equipment; solders, leads, files and smooths damaged surfaces, repairs and solders radiator leaks.
3. Cleans and sands repaired areas; prepares surfaces using steam and sanding equipment; performs water sanding and feathering out operations; applies masking tape to exposed windows, lights, bumpers, and similar parts; applies paint primers and finishes with spray painting equipment on jobs ranging from spot touch-up to complete refinishing.
4. Performs processes involving solder application with electric and air solder spray guns; uses pneumatic hammer in metal dinging for shrinking of stretched metal; lines up and hangs sprung doors and hinges; straightens and lines up bumpers; removes, aligns, installs, and finishes tops; squares and aligns complete body assembly, and installs on frame.
5. Repairs door panels after removing door lock assembly, window glass, and upholstery; replaces door and window assemblies and upholstery panels such as headlining and door and quarter panels; performs finishing, rehangings, and aligning operations.

## AUTO AND BODY REPAIRER (Continued)

6. Practices safety measures such as proper use, maintenance and storage of tools and related equipment; observes standards of safety and cleanliness within the shop.
7. Estimates cost of body repair work; prepares and maintains simple shop records such as time, repair part orders and job records and reports.
8. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

### DESIRABLE REQUIREMENTS:

#### Education and Experience

Requires knowledge, skill and mental development equivalent to completion of four years high school.

Requires successful completion of an apprenticeship training program encompassing all phases of body and fender repair.

#### Knowledges, Skills and Abilities

Requires extensive knowledge of the standard methods, procedures and techniques used in body and fender repair work.

Requires extensive knowledge of the repair and replacement of fenders, doors, panels and miscellaneous parts of cars and trucks.

Requires skill in the methods and practices followed in auto and body repair work.

Requires skill in the use of various hand and power tools and equipment appropriate to the work.

Requires skill in bending, forming and fitting light gauge sheet metal.

Requires skill in the application of solder and similar material in building up or covering over welding seams.

Requires skill in matching paint and using paint spraying equipment.

Requires ability to estimate costs of body repair work and to prepare and maintain work activity records and reports.