



Classification: Temporary Technical (Collision Repair)

Title Code: V09810

Pay Range: Hourly

POSITION SUMMARY: This is an entry level position where the employee performs collision repair and refinishing on patrol vehicles. Duties also include mechanical repair, cleaning and maintaining the work area as well as ordering and picking up parts and supplies. Work is performed under general supervision.

DESCRIPTION OF DUTIES PERFORMED: (Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.)

Performs vehicle collision repairs including straightening and repair of body panels, etc.

Performs body repairs and replacement to automotive body parts including replacement of bumpers, door latches and handles, door glass, window regulators, mirrors, trim, etc.

Performs adjustments to automotive body parts to ensure proper alignment and operation.

Performs the refinishing of vehicles, to include spot painting, blending, and panel refinishing.

Performs paintless dent removal procedures on Patrol vehicles.

Performs minor mechanical repairs as it relates to collision damage repair.

Cleans and details Patrol vehicles, watercraft, and equipment.

Transports Patrol vehicles to and from dealerships; drives serviced vehicles to ensure they are operating properly.

Picks up, delivers and unloads parts or supplies.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Knowledge of the standard practices, methods, tools and equipment of the automotive trade.

Knowledge of automotive collision repair procedures.

Knowledge of automotive refinish products.

Knowledge of proper and safe application technique of automotive refinish products.

Skill in automotive collision repair.

Skill in automotive refinish application.

Skill in performing minor welding tasks using oxyacetylene and electric arc welding equipment.

Skill in minor mechanical repair.

Ability to document repairs to and parts used on Patrol vehicles and watercraft.

Ability to work under varying climatic conditions.

Ability to work independently with general supervision.

Ability to lift and move parts, tools and supplies associated with a vehicle repair facility.

Ability to position self and equipment necessary to repair and inspect Patrol vehicles.

Ability to test drive vehicles, as needed.

Ability to operate basic office equipment.

Ability to handle restricted and confidential information in a professional manner and maintain the information as such.

Ability to communicate in English clearly and concisely, both orally and in writing.

Ability to establish and maintain harmonious working relations with others.

Ability to work with material that may be of a sexual nature relating to criminal activity (e.g., written material, photographs, and/or verbal language, etc.).

Ability to lift at least 50 pounds to move parts, tools, and supplies associated with a garage facility.

Ability to work hours as assigned.

MINIMUM EXPERIENCE AND EDUCATION REQUIRED: (The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.)

Possession of a high school diploma or equivalent. Successful completion of a two-year automotive collision repair course or two years of experience in a position where the primary responsibility is automotive collision repair.

NECESSARY SPECIAL REQUIREMENTS: Possess or obtain and maintain a valid Driver's License.

Must be at least eighteen years old at the time of appointment.

FLSA STATUS: Non-Exempt

WORK SCHEDULE: An employee in this position works a maximum eight-hour shift as directed by the division supervisor, making sure no more than 1,000 hours of work is completed in a time period of one year; however, working hours are subject to change at the discretion of the commanding authority.