

MORGAN STATE UNIVERSITY

JOB SPECIFICATON



AUTOMOTIVE BODY TECHNICIAN

Class Code: 1152
Pay Range: 11

FLSA Code: N/E (Non-Exempt)
Job family/series: hrm

JOB SUMMARY

Under general supervision, repairs or replaces damaged body parts on a variety of motor vehicles such as automobiles, light, medium and heavy duty trucks, buses, vans, and constructions equipment. Performs the full range of repair activities including repair of damaged sheet metal and fiberglass, removal and replacement of body parts, and the priming and painting of repaired surfaces or entire vehicles.

PRIMARY DUTIES

1. Coordinates repair work with automotive services mechanical and related trades personnel
2. Repairs or replaces damaged bodies and body parts on a variety of automotive vehicles such as automobiles, vans, light, medium and heavy trucks, and construction equipment.
3. Repairs dents to sheet metal parts using a dent puller or other hand tools. Removes excessively damaged fenders, panels and grills, using wrenches and cutting torch, and attaches replacement by bolting or welding.
4. Fills depressions with plastic materials.
5. Files, grinds, and sands repair surfaces using power and hand tools.
6. Mixes automotive paints such as acrylic enamels and lacquers. Spray paints repaired vehicles with primer and finished coats.

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NOTE:

The intent of this list of primary duties is to provide a representative summary of the major duties and responsibilities of this job. Incumbents perform other related duties assigned. Specific duties and responsibilities may vary based upon departmental needs.

MINIMUM QULIFICATIONS

EXPERIENCE: Four years progressively responsible experience in auto body repair work, collision repair and painting techniques used on motor vehicles or motor equipment.

EDUCATION: Three years clerical experience, one year of which must have involved the application of human resources policies and procedures.

OTHER: Valid Maryland Noncommercial Class C or equivalent driver's license is required.

REQUIRED KNOWLEDGE/SKILLS /ABILITIES

Comprehensive knowledge of the basic principles of non-structural analysis and damage repair, including painting and refinishing. Thorough knowledge of the proper use, care and maintenance of standard hand and power tools. Skill in the proper use and maintenance of the tools and equipment of the auto body, collision repair and automotive painting trade. Ability to read, understand and carry out oral and written instructions; to keep simple records and make written reports; to communicate effectively; to work in, on, around, under and over machinery and/or fixed equipment; to work up to 25 heights of 25 feet; to manipulate heavy equipment; to work in hazardous or irritating environments, confined spaces, and adverse weather or temperature conditions; to wear and work in personal protective equipment.

OTHER:

Except for qualifications established by law, additional related experience and formal education in which one has gained the knowledge, skills, and abilities required for full performance of the work of the job class may be substituted for the education or experience requirement on a year-for-year basis with 30 college credits being equivalent to one year of experience.

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CONDITIONS OF EMPLOYMENT:

Candidates selected for employment may be subject to medical inquiries and/or medical examinations to determine the ability to perform the job. Employees in this job class may be required to have or obtain a Class A or B CDL. If a commercial Driver's License is required, employees will be subject to drug and alcohol education and testing under Federal Highway Administration and State of Maryland regulations. Employees in this job class may be subject to pre-employment and random drug testing. Employees in this job class will be required to provide all hand and small power tools and tool chests that are necessary to perform work at the assigned level. Employees may also be assigned duties which require special training and/or certification (e.g., forklift operator certification) in order to operate specialized motor equipment.