JOB DESCRIPTION  
(Classified Employees)  

Job Title:  Automotive Body Mechanic  
Date:  March, 1994  

Job Code:  1761  

Statement of the Job  

Employee performs skilled work in the repair, maintenance and painting of automotive bodies and frames.  

Duties of the Job  

*1. Assembles and disassembles automotive body components.  
*2. Repairs automotive bodies and frames.  
*3. Welds or cuts automotive parts when necessary.  
*4. Operates power, air and hydraulic tools associated with automotive body repair.  
*5. Performs automotive painting by brush and spray methods.  
*6. Spot paints various types of paint to match existing colors.  
*7. Installs and maintains automotive auxiliary parts.  
*8. Estimates cost of repairs.  
*10. Operates and maintains filter system in spray booth and general garage area.  
*11. Removes and installs windshields and window glass.  
*12. Performs other types of maintenance on grounds equipment.  

Asterisked (*) duties are the essential functions, or fundamental duties, of the System-wide classification. The essential functions of individual positions within the classification may differ. The University may assign reasonably related additional duties to individual employees consistent with policy and collective bargaining agreements.
## JOB SPECIFICATION

(Classified Employees)

**Job Title**  
Automotive Body Mechanic

**Job Code No.**  
1761

**Wage Grade**  
19

**Total Points**  
380

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<tr>
<th>FACTOR</th>
<th>DEGREE</th>
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| 1. Knowledge and Skills  
Specialized knowledge to analyze and solve complex problems. | 5 | 180 |
| 2. Effort  
I. Mental and Visual Effort  
Continuous, concentrated mental and visual effort to plan and perform complex work. | 4 | 32 |
| II. Physical Effort  
Heavy physical exertion. | 4 | 40 |
| 3. Responsibility for Cost Control  
Sustained high degree of attention required to prevent damage or waste. | 4 | 32 |
| 4. Responsibility for Others  
I. Injury to Others  
Considerable care and awareness required to prevent physical injuries. | 3 | 24 |
| II. Supervisory Responsibility  
No regular supervisory responsibility; may relay instructions or be assigned to train or orient new staff. | 1 | 8 |
| III. Sensitive Information and Records  
Little or no contact with sensitive information. | 1 | 8 |
| 5. Working Conditions  
Frequent exposure to circumstances which can cause total disability or death. | 4 | 40 |
| 6. Responsibility for External and Internal Relations  
Regular, routine contacts with other departments and occasional external contacts primarily to supply or seek information. | 2 | 16 |