

## **Auto Body Builder and Repairer 3704 Task List**

1. Operates power, foot, and hand shears; hand and power breaks; drill, power punch, portable and bench buffers, grinders, and sanders; pneumatic hammers; electric drills; hydraulic jacks; and other hand and power tools and equipment in order to build and repair automotive bodies and parts.
2. Prepares rigging for hoists and cranes in order to lift and move automotive bodies and accessories.
3. Removes and installs automotive bodies, lights, windshields and windows, trim, mirrors, racks, antennas, upholstery, and other accessories or body parts that are damaged in order to to clear an area for damage repair.
4. Applies and shapes lead, plastic fillers and fiberglass in order to build-up and strengthen desired areas to the desired contour.
5. Cuts, rolls, fits and assembles metal shapes, angles and forms to the desired dimensions using various metals including steel, aluminum and stainless steel with hand and power tools.
6. Shrinks, expands, and shapes metal to the desired contour by cold and heat applications.
7. Files, welds, sands and grinds small imperfections such as stress cracks.
8. Cuts, brazes, welds, and joins various metals to desired dimensions using acetylene and arc welding equipment, soldering, riveting, or bolting depending on the material, conditions of use, and anticipated wear.
9. Straightens and modifies automotive frames and unitized bodies to the proper alignment and steering specifications from the frame repair manual using a straightening rack, hydraulic ram, floor anchors, and other tools and equipment.
10. Lays out work from sketches and plans applying basic geometry and trigonometry using such tools as a square, divider, scribe, cold chisels, center punch and hammer, awl, and caliper.
11. Inspects automotive bodies for repairs and makes estimates of labor and materials to perform the work in order to correctly plan time and costs associated with repairs.
12. Prepares and maintains routine records of time and work completed.
13. Makes sketches of automotive fabrication, repair, and modification work.
14. Reviews measurement data sheets in order to select the appropriate chassis jig.

## **Auto Body Builder and Repairer 3704 Task List**

15. Follows oral and written instructions from supervisors in order to begin and complete auto build and repair job assignments.
16. Sends emails to suppliers and department personnel in order to request pricing and availability information for necessary materials including parts, tools and cleaning supplies.