

(Automotive Service Technology/Collision Repair)

The essential skill sheets are lists of the most commonly encountered qualities and skills typically necessary to be successful in a particular program or area of interest. The information contained in an essential skills sheet is not all-inclusive and is intended to be used as a guide only. Individual programs may have specific requirements or technical standards that must be met.

Physical

Arm-hand coordination	Bend
Arm-hand steadiness	Reach above shoulders
Push, pull, lift, and/or support up to 50 pounds	Reach below waist
See objects 20 inches to more than 20 feet away	Climb
Detect difference in the pitch/sound	Stand/walk for long periods of time
Detect difference in visual details	Stoop
Detect odors (faint, strong, noxious)	Sustain repetitive movements
Feel vibrations	Twist
Hand-eye coordination	Wide variety of body positions
Hear activities/commands given within 20 feet	Work in dimly lit areas
Hear faint, normal, and distant sounds	Work in cool environments
Maintain safety of self and others	Key/Type
Maintain balance (sit, stand, squat)	Write with pen/pencil
Pinch, grasp, squeeze, and manipulate objects	
Maintain safety of self and others	
Maneuver under and around objects	
Work in extreme/hazardous conditions (darkness, heat, cold, dampness, very small spaces)	

Cognitive

Accurately handle money	Decide course of action
Organize tasks to meet deadlines (hourly, daily, long-term)	Detail oriented
Enter data into lists, tables, schedules (typed)	Adaptability
Anticipate when something is likely to go wrong	Categorize information
Apply knowledge from one situation to another	Estimate times
Calculate/measure areas, perimeters, and volumes	Evaluate information
Calculate whole numbers	Evaluate outcomes
Calculate averages	Evaluate the complexity of jobs
Calculate decimals	Focus attention on task
Follow and retain diagram instructions (simple to more complex)	Calculate using calculator
Follow and retain visual model or demonstrated instructions	Calculate using pen/paper
Enter data into lists, tables, schedules (written)	Follow and retain written instructions
Follow written information, charts, drawings	Combine knowledge and skills
Follow and retain visual model or demonstrated instructions	Follow verbal directions
Compose written notes/instructions (technical/multi-step)	Complete forms accurately
Continuously expand professional knowledge	Make estimations
Convert between fractions and decimals or percentages	Measure liquid volume
Create tables, schedules or other table-like text	Accurately recall information

Communication

- Collaborate with others
- Communicate in a professional/tactful manner
- Communicate quickly, effectively, and efficiently
- Communicate using a telephone
- Discuss ongoing projects/work
- Explain procedures
- Explain/express ideas and opinions
- Give directions
- Present supporting facts/recommendations
- Provide guidance
- Read, write, speak, and comprehend English effectively
- Record written information
- Verbalize clear and appropriate information to others

Behavioral

- Perform accurately and quickly even under stressful conditions
- Adapt to changing situations
- Complete responsibilities in a timely manner
- Cooperate with others individually or in a team setting
- Deal with difficult individuals
- Deal with difficult situations
- Work carefully while maintaining efficiency and organization
- Display kindness and concern for others
- Establish rapport with others
- Exercise accountability
- Exercise ethical judgement
- Exercise good judgement
- Exercise integrity
- Work carefully while maintaining efficiency and organization
- Respect social, cultural, and spiritual diversity
- Exhibit social skills appropriate to professional interactions
- Interact with diverse groups of individuals (cultures, ages, backgrounds)
- Respect individual values/opinions without showing bias or preference
- Maintain professional boundaries
- Accept cognitive criticism
- Exhibit patience
- Maintain professional appearance
- Self-motivation and initiative
- Dependability
- Exhibit compassion

Other

Clean driving record

May be on call or work nights, weekends, and holidays

Possess valid driver's license

See program or desired area of employment for specifics - Prerequisites

See program or desired area of employment for specifics - Certifications/Licenses