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## Title: Panel Beater

### Scope and Purpose of the job

Responsible for dismantling, repairing and reassembling vehicle bodies/structures, while meeting company quality standards.

### Essential skills

High level attention to detail skills

Strong problem solving ability

Highly organised

Desire to continuously learn

Excellent Interpersonal skills

Basic computer skills

Responsible To: Workshop Manager

### Main Duties

1. Complete Quality Check Form at pre-start, throughout repairs and upon completion of reassemble.
2. Apply vehicles with a car cover kits.
3. Follow Job Sheet for dismantle, repair and reassemble.
4. Repair to manufacturer's specifications by following OEM Repair Methods. When unavailable, seek authority from the Workshop Manager to repair to industry standard.
5. Knowledge and ability to repair plastics, aluminium, fibre glass, steel and hybrid vehicles.
6. Utilise dust extraction as close as possible to 100% on all repairs to protect the health and safety of yourself and others.
7. Mask and cover vehicle openings during repairs to reduce dust.
8. Store parts in allocated storage bays to keep parts clean and free of damage.
9. Maintain a clean workplace, tools and equipment.
10. Maintain equipment in a safe and serviceable condition.
11. Operate welding and chassis equipment as per Job Sheets.

12. Wear appropriate PPE.
13. Advise Workshop Manager of any supplements (extra damage, sublet or parts) not on Job Sheet.
14. Knowledge of Jump starting modern vehicles.
15. Accurate time recording on iBodyshop.
16. Oversee and train enthusiastic Apprentices
17. Identify, address and record safety problems within production area.
18. Adhere to the company policies, procedures and standards.

#### Key Performance Indicator

Ensure main duties are adhered to  
Complete job within set target ensuring weekly performance is 80%  
Less than 5% Reworks / parts breakages  
Ensure iBodyshop is used correctly  
Maintain Panel Shop tools and equipment in working order  
Quality work

#### Key Behaviour Indicator

Adapt to changing conditions  
Respectful and courteous communication  
Handle stress effectively  
Make quick decisions in the best interest of the company, per the main duties of your position  
Follow direction from Workshop Manager and General Manager  
Uniform to be worn in professional and clean appearance, to be maintained at all times  
Above the line behaviour; being positive and solution driven

#### Authorities

To reject a job due to quality concerns from previous department, until addressed by Workshop Manager