

Job Description

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 manufactures 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 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