

## Hoglund Body & Equipment Job Description

**Job Title:** Painter  
**Department:** Body Shop  
**Reports To:** Body Shop Supervisor  
**Revised Date:** September 2013

### **SUMMARY**

The Painter is responsible for refinishing damaged body parts and bodies of vehicles in accordance with factory and dealership quality specifications and time standards.

**ESSENTIAL DUTIES** include the following. Other duties may be assigned.

- Assists and trains the lesser skilled team members on best practices.
- Removes rust from metal, and grease and dirt from work surface.
- Follows manufacturer's standard operating procedures for product use.
- Masks and protects parts that are not to be painted or coated.
- Fills cavities and dents with appropriate filler to attain smooth surface.
- Mixes paint according to specifications.
- Mixes all paint products across the scale.
- Paints surface using sprayer or brush as appropriate.
- Inspects painted units for quality of workmanship, noting any runs, sags, and unpainted areas.
- Cooperates and assists other personnel in the repair and prepping of vehicles.
- Notifies parts coordinator of material stock quantity concerns.
- Maintains tools and keeps equipment clean and in a proper state of repair including the paint booth and mix room.
- Keeps work area clean. Puts paint stands and ladders away when not in use.
- Maintains and wears all required safety and health personal protective equipment, including respirator, in the manner recommended by the equipment manufacturer.
- Complies with all laws and regulations pertaining to paint, thinners, product disposal and other hazardous materials. Reports any deviations to management.
- Keeps abreast of new products and advancements in technology and makes recommendations to management.
- Understands, keeps abreast of, and complies with federal, state, and local regulations that affect body shop operations, such as hazardous waste disposal, OSHA Right-to-Know, etc.
- Follows all shop SOPs.

- Follows all safety rules to maintain a safe work environment including wearing all required personal protective equipment and using shop tools and equipment properly and safely.
- Reports any safety issues immediately to Management.
- Follows the Company's Culture and Mission Statement.
- Maintains a positive attitude focused on constant self-improvement.

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **EDUCATION and/or EXPERIENCE**

Two to four years related experience and/or training; or equivalent combination of education and experience.

### **LANGUAGE SKILLS**

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to write routine reports and correspondence.
- Ability to speak effectively before groups of customers or employees of organization.

### **MATHEMATICAL SKILLS**

- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.
- Ability to apply concepts of basic algebra and geometry.

### **REASONING ABILITY**

- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Ability to deal with problems involving several concrete variables in standardized situations.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

- Valid Driver's License
- Automotive Service Excellence (ASE) Certifications
  - Damage Analysis and Estimating Certification for Collision Repair
  - Mechanical and Electrical Components Certification for Collision Repair
  - Non-Structural Analysis and Damage Repair Certification for Collision Repair
  - Painting and Refinishing Certification for Collision Repair I-CAR Certificate of Advanced Training
  - Advanced Vehicle Systems
  - Aluminum Repair, Replacement and Welding
  - Collision Repair 2000
  - Detailing
  - Electronics for Collision Repair

- Executive Seminar
- Finish Matching
- Glass Replacement
- Plastic Repair
- Steering and Suspension
- Understanding Collision Repair
- Workplace Hazardous Materials
- Paint Manufacturer Training

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee is occasionally required to sit and talk or hear. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to moving mechanical parts. The employee is frequently exposed to outside weather conditions. The employee is occasionally exposed to fumes or airborne particles. The noise level in the work environment is usually moderate.