

Thurlow Nunn

Role Profile	
Bodyshop Panel Technician / Panel Beater	
This Job Reports to:	Bodyshop Manager
Who Reports to this Job	
Working with	Paint Technicians, Panel Technicians, MET Technicians, Bodyshop Estimator, Bodyshop Advisers/Receptionists/Administrators, Valeters & Drivers, Insurance engineers
Overview of this job	<p>Achievements:</p> <ul style="list-style-type: none"> To ensure the highest standard of repairs are carried out to the manufacturers' specification, in a timely and productive manner. Utilising all materials and equipment supplied for this purpose in a cost-effective way. Ensuring that all aspects of legislation, especially that contained within EPA and COSHH, are adhered to To ensure all work is completed to the customer's satisfaction
Criteria for Success	<p>This job holder can be measured by:</p> <ul style="list-style-type: none"> Customer Satisfaction Indicators (CSI) Individual and team performance against agreed objectives Quality control inspection (right first time)
Specific Tasks	<p>This job holder must be able to:</p> <ul style="list-style-type: none"> Analyse job card and repair instructions to check work to be done, and accuracy of the information Collect parts from parts department and check parts collected are correct and are complete for the job required on the job card / estimate Inform Bodyshop Estimator and Parts Department if a part is required and not available for collection Carry out repairs to chassis & panels not being replaced, apply filler where necessary Refit existing parts and new parts to vehicle once painting (if required) has been completed When additional parts, which were not in the original estimate, are required inform the Bodyshop Estimator so that all costs can be authorised Document any other vehicle problems noted during repairs and seek guidance from Bodyshop Estimator if necessary Ask for clarification from Bodyshop Estimator/Parts Department if a work order is not clear or seems incorrect. Carry out final checks on the vehicle after repair in line with check list attached to the job card. Tick relevant sections on check list and sign Return keys and completed documentation to reception or follow guidelines set out in the repair process chart For all repairs ensure you follow the methods outlined in the manufacturers' repair methods using their systems, ie TIS2WEB, WIS, CIS or if no methods are available Thatcham vehicle repairs techniques Ensure the maintenance of tools, equipment and other materials

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	<ul style="list-style-type: none"> • Work to support other team members in the achievement of their objectives when asked to do so or required by their manager • Participate fully in measurement and feedback processes, to complete and return personnel documentation on time and to embrace personal training and development opportunities • Other duties may be undertaken from time to time • Duties may change over time and the job-holder will be expected to co-operate where such changes are reasonable
Knowledge and skills required	<p>This job holder must have knowledge of:</p> <ul style="list-style-type: none"> • Automotive systems (e.g., basic vehicle layout, function and location of parts). • Parts requirements to complete the job together with the ability to communicate parts requirements via repair orders <ul style="list-style-type: none"> • Approved and established procedures for conducting repairs, including correct welding procedures and glass bonding methods • Health and safety awareness • The quality control and inspection requirements of the bodyshop department • Manufacturers' products and recent improvements through technical bulletins, training courses and technical magazines etc. • Car problems, warranties, and repair • The retail motor industry and automotive systems in general • Manufacturer Body Repair component replacement and basic mechanical sequences • Manufacturer standards & objectives, Retail Facility and individual objectives <p>And be able to:</p> <ul style="list-style-type: none"> • Use chassis straightening equipment (jig) in a safe and effective manner • Interpret and adopt vehicle legislation and trade practices • Use Manufacturer Body Repair sequences • Apply panel beating techniques and how to use them • Work positively among other technicians and bodyshop personnel • Work independently, manage own time, in a busy, noisy and dusty, environment • Demonstrate a professional appearance and enthusiastic attitude
Competencies	<ul style="list-style-type: none"> • Establishing and Maintaining Relationships • Customer Orientated • Team working • Problem Solving & Decision Making • Continuous Improvement • Results Focused • Integrity • Flexible • Planning and Organising/Team Member • Communication • Numerate • Computer literate • Precise