



**Job Title:** Buddy Painter  
**Department:** Bodywork Department  
**Reporting to:**  
**Date written:**  
**Approved by:**  
**Approval Date:**  
**Date reviewed:**  
**Employment Status:**  
**Written by:**

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### **SUMMARY JOB DESCRIPTION**

<i>Restores body parts and the bodywork of damaged vehicles, based on the manufacturer's and dealer's quality standards and standard times.</i>

**The MAJOR TASKS are listed below, but the incumbent may be assigned to other duties.**

- Operates and uses all body shop equipment correctly and safely.
- Removes rust from metal and grease and filth from the work surface.
- Masks and protects parts which are not to be painted or primed.
- Mixes paint, according to its technical characteristics.
- Chooses and mixes the primer, to achieve the desired colour.
- Paints the surfaces, using a spray gun or brush, as required.
- Examines the painted surfaces, to check the quality of the work and notes any runs, ripples or unpainted portions.
- Heats the wax and sprays it on the products, after they have been tested.
- Maintains the tools and ensures that the equipment is clean and in good functional condition.
- Sees to the cleanliness of the work space.
- Maintains all personal protective equipment required for health and safety reasons, and wears it, including a respirator, according to the manufacturer's recommendations.
- Complies with all laws, regulations and bylaws regarding paints, thinners and other hazardous materials. Notifies management of any departure from these rules.
- Works with the other employees to repair and prepare the vehicles.
- Understands, keeps abreast of and observes federal and provincial regulations and municipal bylaws governing body shop operations and occupational health and safety.

- Maintains a professional appearance.
- Performs other tasks, based on management requirements and instructions.

## **SECONDARY TASKS**

- *Description of one or more secondary tasks to be added, according to your needs.*

## **JOB REQUIREMENTS**

**Language skills**  
**Knowledge and skills**  
**Responsibilities**

**Effort**  
**Work conditions**  
**Other requirements**

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Uses his/her software efficiently to obtain more details about the requirements of the job. This software has the advantage that it incorporates the sixteen job evaluation factors developed by the CCAQ to facilitate the achievement of pay equity within the business. With this software, each job evaluation criterion for the jobs related to a job can be indicated below each job description

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***N.B.: In this publication, the use of the masculine to refer to people does not imply any discrimination.***

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