



Job Title: Shop Foreman
Department: Bodywork Department
Reporting to:
Date written:
Approved by:
Approval Date:
Date reviewed:
Employment Status:
Written by:

SUMMARY JOB DESCRIPTION

Supervises and controls the quality of repairs. Distributes and allocates the work to the personnel. Helps and motivates the personnel to repair the vehicles correctly within the appropriate time frame.

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

- Supervises body shop technicians, assists them and trains them as necessary.
- Maintains a high level of technician productivity. Develops management reports and uses them to control productivity.
- Provides the body shop manager with the list of reservations and work time reports, on a daily basis.
- Develops guidelines to maintain a consistently high level of service.
- Prepares professional and accurate estimates.
- Produces accurate and well documented supplements in the event of repairs not indicated on the original estimate.
- Ensures that all parts required for a repair job are ordered in a timely manner, recorded in the inventory when received and allocated to the correct work order.
- Contacts customers, as necessary, when a part is received and draws up the work plan in a timely and efficient manner.
- Is specific about the duration of the work and advises customers at once of any change or delay.
- Checks how work on the vehicles in the shop is progressing, and ensures that guidelines concerning repairs and safety are observed.
- Controls quality and inspects every vehicle when the repairs have been finished.
- Completes, closes and files the work orders and all related documents.
- Verifies insurance payments, rental authorizations and the balances owing before delivering vehicles.

- Meets with the body shop manager every day to keep him/her informed about how the work is progressing and any unusual situation which may have occurred.
- Keeps an accurate inventory of the paint and equipment.
- Maintains the facilities and equipment, ensuring that they are clean and safe.
- Understands, keeps abreast of and observes federal and provincial regulations and municipal bylaws governing the operation of a body shop and occupational health and safety.
- Takes part in management meetings, on request.
- 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

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.

<p><i>N.B.: In this publication, the use of the masculine to refer to people does not imply any discrimination.</i></p>
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