

Job Title:	Paint Prep Technician - Carmi 1309
Report To:	Paint Supervisor - Carmi 1309
Department:	Production
Summary:	To prepare parts for painting or to paint parts

**Essential Duties and Responsibilities:**

1. To prep parts according to the Production Supervisor's schedule and in accordance with IL\_PR0\_03\_Painting.doc.
2. To ensure assigned tasks are accomplished in the most efficient manner possible while maintaining superior quality
3. To report any quality issues as they occur to the supervisor or to the Quality Manager
4. To ensure that all in process and final inspections are completed by someone other than the technician who painted the equipment
5. The paint prep should be able to perform any function within his/her department and to teach others how to satisfactorily perform the function.
6. To maintain equipment through preventative maintenance and repairs.
7. To prepare parts for painting.

**Other Responsibilities:** Any other duties required by Management or Supervision.

**Supervisory Responsibilities:** None

**Measurement of competency:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

**Qualifications:** 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:** Related 2 year degree; or, two years related manufacturing experience and/or training; or equivalent combination of education and painting experience.

**Language skills:** This job requires the ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. This job requires the ability to write routine reports and correspondence. This job requires the ability to speak before groups of customers or employees of the organization.

**Mathematical Skills:** This job requires the ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. This job requires the ability to apply concepts of basic algebra and geometry.

**Reasoning ability:** This job requires the ability to apply common sense understanding to carry out instructions in written, oral, pictorial, or diagram form.

**Computer skills:** None.

**Certificates, licenses, registrations:** A valid driver's license and insurability are strongly preferred.

**Other skills and abilities:** N/A

**Other qualifications:** N/A

**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.

The employee is regularly required to talk and hear. The employee is regularly required to stand and/or walk on concrete. The employee is occasionally required to lift and/or move up to 50 pounds. The employee is occasionally required to stoop and/or squat repeatedly or bend over and reach into a box repeated throughout the workday. The employee is occasionally required to use hands to finger, handle, or feel and reach with arm and hands.

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 exposed to moving mechanical parts and to parts on stands representing a crush factor. The employee is occasionally exposed to vibration. The noise level is usually moderate to loud. While performing the duties of this job, the employee is exposed chemicals, paints, thinners, fumes or airborne particles. The employee must wear eye protection to protect the eyes. The employee could be required to drive a forklift or a motor vehicle

Authorities for decision making:	N/A
Candidate Requirements / Attributes:	N/A
Dimension of the Position:	N/A
Problem Solving Characteristics:	N/A
Demands for Influencing:	N/A
Summary:	N/A

Revised Date: 12/01/2016

Approved by: Gibbs, Greg