

F:\ISO 9000 Program\Level – I Quality Manual\Job Descriptions\Production Dept\Paint Dept Prep&Painter – Rev. 0

## **1.0 JOB DESCRIPTION SUMMARY**

Paint Department Preparation and Painting Equipment Operator.

## **2.0 REPORTING RELATIONSHIPS**

Reports to his/her respective Team Leader or Departmental Supervisor per Paint Department Organizational Overview Chart.

## **3.0 JOB REQUIREMENTS**

### **3.1 Education**

3.1.1 Required – Secondary school graduate or GED (may be waived based on past work experience or an actual task/performance evaluation conducted at job interview).

3.1.2 Preferred – Secondary school graduate with technical courses in the automotive body repair or spray-painting trades.

### **3.2 Experience**

3.2.1 Required – Six months in a manufacturing plant (or equivalent – i.e. automotive body shop) performing general metal preparation and painting operations or sufficient skills as may be demonstrated at job interview.

3.2.2 Preferred – One year in a manufacturing plant (or equivalent – i.e. automotive body shop) performing metal preparation and painting operations with air or HVLP spray type equipment.

### **3.3 Skills, knowledge and abilities**

3.3.1 Must be familiar or demonstrate the ability to become familiar with metal cleaning/preparation and paint spraying techniques and equipment to include grinding, iron phosphate pressure washing and HVLP or air/electrostatic type spray painting.

3.3.2 Must be comfortable in a high quality manufacturing plant environment.

F:\ISO 9000 Program\Level – I Quality Manual\Job Descriptions\Production Dept\Paint Dept Prep&Painter – Rev. 0

3.3.3 Must be able to work well with others in a high stress production environment.

3.3.4 Must be able to communicate easily with peers and supervisor.

3.3.5 Understand quality assurance issues.

3.3.6 Understand relationships of various departments and functions within the plant environment.

### 3.4 Physical requirements

3.4.1 Must be able to work in a manufacturing environment with a higher than normal sound environment.

3.4.2 Must not have any pre-existing respiratory condition that in the opinion of a physician would be aggravated by humidity, dust or paints and solvents used in the paint department.

3.4.3 Must be able to lift and maneuver heavy pieces of product components up to 100 pounds.

3.4.4 Must be able to operate a spray paint device and insure high quality application and appearance of the finished piece.

### 3.5 Mental requirements

3.5.1 Mathematical – must be able to add, subtract & work with fractions.

3.5.2 Language – must be fluent in English.

3.5.3 Mechanical – must be able to clean spray equipment.

3.5.4 Spatial – no particular skill required.

## 4.0 WORKING CONDITIONS

Most of the workday would be spent in a manufacturing plant environment on his/her feet performing physically demanding tasks.

## 5.0 ESSENTIAL FUNCTIONS

5.1 Produce high quality work to established standards.

F:\ISO 9000 Program\Level – I Quality Manual\Job Descriptions\Production Dept\Paint Dept Prep&Painter – Rev. 0

- 5.2 Understand schedule requirements.
- 5.3 Represent Solar Technology in a professional manner.
- 5.4 Insure that equipment is maintained in a clean and safe manner.

## **6.0 AUTHORITIES AND RESPONSIBILITIES**

- 6.1 Responsible for producing a product within time standards to departmental quality standards as directed by his/her respective Team Leader/ Departmental Supervisor.
- 6.2 Responsible for maintaining a clean and safe area.
- 6.3 Responsible for maintaining equipment properly.
- 6.4 Supervise temporary workers.

## **7.0 DUTIES AND TASKS**

- 7.1 Prepare and/or Paint all required frames and parts per work instructions and as directed by his/her respective Team Leader/Departmental Supervisor according to established standards.
- 7.2 Insure that departmental equipment is maintained in a clean and appropriate manner.
- 7.3 Assist in other departments when required.
- 7.4 Train temporary workers to produce quality work.
- 7.5 Maintain safe area.
- 7.6 Clean area every night at end of shift.
- 7.7 Represent Solar Technology in a professional manner.
- 7.8 Insure that material to be painted is properly treated so that paint adheres and presents a good appearance.
- 7.9 Insure that painted parts are handled properly so they can dry with a quality finish.

## **8.0 PERFORMANCE CRITERIA**

- 8.1 Output conforms to established quality standards.
- 8.2 Work is produced within established time standards.
- 8.3 Maintain work area in a clean and safe manner.