



**Bodywork Prep/Painter  
Houghton Lake**

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**FLSA Status:** Non-Exempt

**Reports To:** Manager

**Summary:**

Responsible for preparation of equipment to be painted and maintenance of painting tools and supplies; accustomed to working in high elevations and confined spaces. Responsible to assist with inventory management.

**Education/Experience:**

High school diploma or GED. Experience with paint preparation such as sanding, bondo work, etc. Experience operating forklift is preferred.

**Essential Duties and Responsibilities include the following.** *Other duties may be assigned.*

- Capable of driving, backing up semi-tractor and trailer, drives trucks from yard into paint booth area in a safe manner
- Assist with paint booth/supply area cleaning, emptying of trash cans, organization, etc.
- Operates forklift equipment
- Wears all required Personal Protective Equipment
- Must comply with Respiratory Program requirements and be able to pass fit test
- Make use of time and remain productive
- Excellent communication skills both verbal and written
- A demonstrated commitment to high professional ethical standards and a diverse workplace
- Ability to perform mathematical computations such as percentages, fractions, addition, subtraction, multiplication and division quickly and accurately
- Strong problem solving and documentation skills

**Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Understand basic principles of Propane and safe handling
- Basic mechanical skill level
- Owns basic hand tools
- Electric and pneumatic drilling, grinding power tool capabilities
- Recognize mechanical components and familiar with basic mechanical repairs
- Fork Lift certification
- Operate independently with minimum amount of assistance
- Able to diagnose and repair problems

- Able to review and advise on quality control issues
- Ability to follow oral and written direction
- Understand design principals
- Familiar with inspection process

**Overall Knowledge, Skills and Other Abilities:**

- Must have strong work ethics
- Must be well organized and a self-starter
- Detail oriented, professional attitude, reliable
- Possess strong time management skills
- Ability to communicate effectively verbally and in writing
- Ability to interact with employees and customers in a professional manner
- Ability to work independently and with a team in a fast-paced and high volume environment with emphasis on accuracy and timeliness
- Positive work attitude
- Willingness to learn and grow

**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. While performing the duties of this job, the employee is:

- Regularly required to talk, hear, stand/walk, lift/manipulate/carry up to 100 lbs., push/pull up to 100 lbs.
- Frequently required to sit, reach, handling/gripping, driving, hand/foot controls, near/far acuity, depth perception, color vision, lay on back, climb up/down ladder, stoop, twist, crouch, kneel, lift/carry, and work in elevated height.
- Occasionally work in confined spaces that require access through small portholes.
- Must be able to climb up and down ladders and other lifting equipment.
- Must be able to work from the ground, on and under Medium duty trucks and trailers.

**Acknowledgement:**

This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties and responsibilities required of employees assigned to this role. By signing below the employee acknowledges and agrees to abide by items listed within the job description.

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Print Employee Name

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Employee Signature

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Date