**JOB DESCRIPTION**

**BODYSHOP MET (MECHANICAL, ELECTRICAL & TRIM) TECHNICIAN**

This Job Reports to: Bodyshop Manager

Working with: Paint Technicians, Panel Technicians, MET Technicians, Bodyshop Estimator, Bodyshop Receptionists/ Administrators, Valeters & Drivers, Insurance engineers

Limits of authority: No authority to purchase or order goods or services is granted. All purchases must be approved by the Bodyshop Manager or their nominated representative

**OVERVIEW OF THIS JOB**

**Achievements**

• To ensure the highest standard of work is carried out to the manufacturer’s specification, in a timely and productive manner. Utilising all materials and equipment supplied for this purpose in a cost-effective way. Ensuring that all aspects of legislation, especially that contained within EPA and COSHH, are adhered to.

• To ensure all work is completed to the customer’s satisfaction.

**CRITERIA FOR SUCCESS**

This job holder can be measured by:-

• Customer Satisfaction Indicators (CSI).

• Individual and team performance against agreed objectives.

• Quality control inspection (right first time).

**Specific Tasks**

This job holder must be able to:-

1. Analyse job card / working instructions to check work to be done, and accuracy of the information.
2. Collect parts from parts department and check parts collected are correct and are complete for the job required on the job card.
3. Inform Bodyshop Advisor and Parts Department if a part is required and not available for collection.
4. Strip vehicle as per job card instructions, label trolley and rack with job number and registration number to enable panel beater to commence work.
5. Strip vehicle when requested to facilitate detailed estimates on damage to the vehicle.
6. Refit existing parts and new parts to vehicle once painting and panel beating has been completed.
7. Use air-conditioning equipment where necessary, ensuring that all aspects of health and safety are adhered to (training to be provided in the use of equipment).
8. When additional parts are required which were not in the original estimate, inform the Bodyshop Estimator so that all costs can be authorised.
9. Document any other vehicle problems noted during repairs and seek guidance from Bodyshop Estimator if necessary.
10. Remove and replace windscreen and other trims as required.
11. Carry out basic mechanical duties such as removing and replacing components.
12. Carry out final checks on the vehicle after repair, in line with check list attached to the job card. Tick relevant sections on check list and sign.
13. Return keys and completed documentation to reception to arrange valeting.
14. Ensure the maintenance of tools, equipment and other materials.
15. Other duties may be undertaken from time to time.
16. Duties may change over time and the job-holder will be expected to co-operate where such changes are reasonable.
17. Participate fully in measurement and feedback processes, to complete and return personnel documentation on time and to embrace personal training and development opportunities.
18. Work to support other team members in the achievement of their objectives when asked to do so or required by their manager.

Signed on behalf Date

of the Company

I have received a copy of this job description, read it, understood it and agreed to it.

Signed Date

Print Name