

**Job Title:** Apprentice Bodyworker  
**Department:** Bodywork Department  
**Reporting to:**  
**Date written:**  
**Approved by:**  
**Approval Date:**  
**Date reviewed:**  
**Employment Status:**  
**Written by:**

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### **SUMMARY JOB DESCRIPTION**

*Apprenticing bodyworker. Under the supervision of a buddy, repairs body parts and the bodywork of damaged vehicles, based on the manufacturer's and dealer's technical features and standard times.*

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

- Repairs vehicles, based on the estimates and the manufacturer's standards.
- Checks the parts needed, according to the estimates, and ensures that the appropriate parts are ordered and received.
- Prepares vehicles for the bodywork.
- Notifies management of the need for any additional repairs.
- Notifies management of any difficulties or problems which risk interfering with the performance of quality work or making it necessary to change the delivery date.
- Keeps tools and equipment in good functional condition.
- Maintains all personal protective equipment required for health and safety reasons, and wears it, including a respirator, according to the manufacturer's recommendations.
- Complies with all laws, regulations and bylaws regarding paints, thinners and other hazardous materials. Notifies management of any departure from these rules.
- Works with the other employees to repair and prepare vehicles.
- Understands, keeps abreast of and observes federal and provincial regulations and municipal bylaws governing body shop operations and occupational health and safety.
- Uses all tools and equipment safely.
- 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**

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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

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***N.B.: In this publication, the use of the masculine to refer to people does not imply any discrimination.***

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