

Job Description

Job Title: **Sanding / Filling**
Department: **Prep Area**
Reports to: **Prep Lead Man**

I. Summary

Performs standard preparation of parts for painting with knowledge of using a sanding device.

II. Primary Responsibilities

1. Gather all necessary tools and safety equipment needed.
2. Receive job travelers from supervisor and retrieve correct parts for the job.
3. Verify the quantity of parts for each job and begin the prep process.
4. For jobs that needs filling, mix and apply the correct fillers.
5. Sand parts properly using correct techniques and sandpaper.
6. Record the quantity of parts filled and sanded onto job travelers.
7. Move sanded parts out of prep area for paint.
8. Reports directly to the Prep Lead Man of any discrepancy.

III. Additional Responsibilities

1. Perform cleaning duties before break time, lunchtime, and at the end of the shift.
 - a. Use vacuum to suck in dust. This requires sweeping dust towards the machine.
 - b. Clean Pre-filters for booth 8 at the end of shift by blowing dust into garbage bag. Wrap the bag and throw away into the trashcan.
 - c. Change sanding paper as needed.
 - d. Empty trash cans regularly.
 - e. Put all tools away.
9. Operate within job safety guidelines.
 - a. Respirators and safety glasses are required when using a grinding machine. Wear all other safety equipment as needed.
 - b. Make sure that empty cans are dry before they are placed in the dumpster.
10. Performs other duties as assigned by management.

IV. Knowledge and skill requirements

1. Basic reading, writing, and arithmetic skills required.
 - A. In order to successfully complete a job, basic reading skills are required to read instructions listed in job travelers.
 - B. Basic arithmetic skills are required to determine the correct mix ratio for the necessary amount of bondo needed to fill parts.
 - C. Writing skills are necessary to make corrections on job travelers.
2. Ability to handle parts in a careful and consistent manner.

V. Working conditions

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1. When grinding parts, respirators and safety glasses must be worn to prevent dust and loose debris from being inhaled and getting into the eyes. Other safety equipments that maybe used for sanding includes but are not limited to: hearing aid protectors, gloves, and coverall suits.
2. Frequent moving of the arms and hands in a consistent motion.
3. The part prep process is performed either inside the sanding room or on the premise of the prep area.