



## JOB DESCRIPTION

**JOB TITLE:** Prepper

**EMPLOYER:** SmithCo Manufacturing, Inc.

**DEPARTMENT:** Paint Department

**REPORTS TO:** Department Supervisor

**EFFECTIVE DATE:** 1/8/2021

**SUMMARY:**

The Prepper is responsible for stripping, prepping, sanding, masking, buffing, painting, caulking and detailing surface preparation of materials for painting.

**DUTIES AND RESPONSIBILITIES:**

- Sand and prep metal surfaces for paint.
- Prepare parts for painting and assembly.
- Perform quality control on all pieces sandblasted.
- Stripping, prepping, sanding, masking, buffing, painting, caulking & detailing surface preparation.
- Understand and follow environmental health and safety policies.
- Prepare for painting and protects painted surfaces from erosion.
- Apply roll on paint or coating to the interior/exterior of assembled parts.
- Properly disposing of paint.
- General Housekeeping.
- Performs other related duties as assigned by management.

**SUPERVISORY RESPONSIBILITIES:**

This job has no supervisory responsibilities.

**QUALIFICATIONS:**

High school diploma or general education degree (GED).



## COMPETENCIES:

- **Adaptability** - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.
- **Adherence to Company Policies** - Follows rules and sets a good example by consistently adhering to appropriate work guidelines; follows organizational plans and guidelines so that objectives can be accomplished.
- **Dependability** - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan.
- **Initiative** - Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for and offers help when needed.
- **Innovation** - Displays original thinking and creativity; Meets challenges with resourcefulness; Generates suggestions for improving work; Develops innovative approaches and ideas; Presents ideas and information in a manner that gets others' attention.
- **Job Knowledge** - Demonstrates a basic understanding off all job knowledge skills, procedures and processes; knows resources to seek guidance for clarification as needed.
- **Productivity** - Manages workload efficiently to meet goals & objectives
- **Quality** - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.
- **Safety and Security** - Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly.
- **Teamwork** - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.

## PHYSICAL DEMANDS AND WORK ENVIRONMENT:

- Continually required to stand
- Frequently required to walk
- Frequently required to utilize hand and finger dexterity
- Occasionally required to climb, balance, bend, stoop, kneel or crawl
- Occasionally required to talk or hear
- Frequently work around fumes, airborne particles, or toxic chemicals
- While performing the duties of this job, the noise level in the work environment is usually very loud
- The employee must occasionally lift and /or move more than 50 pounds and frequently lift and/or move up to 33 pounds
- Specialized equipment, machines, or vehicles used: Forklift

## POSITION TYPE/EXPECTED HOURS OF WORK:

- This is a full-time position.
- Days and hours of work are Monday through Thursday 6:00 a.m. to 4:30 p.m., Fridays 6:00 a.m. to 3:30 p.m. and Saturdays as needed from 6:00 a.m. to noon.