

Title:	Panel shop Trade Assistant/Labourer	Status	Full Time
Department:	Workshop	Location:	Burpengary
Reporting:	Workshop Manager	Shift:	
Direct Reports:	Nil		
Effective:	May 2026	Review:	May 2027

Purpose

To assist in the provision of an effective and efficient body service involving the repair and maintenance of the Company's vehicle fleet, equipment, and Plant, including Heavy Commercial type equipment, light fleet, and ancillary items as well as the provision of engineering and fabrication services.

Key Responsibilities and Duties (including other duties as required)

- Assist tradespeople with **panel repairs, fabrication and preparation work**
- Support **paint and panel repairs** on buses following accidents or general wear and tear
- Cutting, grinding, sanding, welding support and general fabrication tasks
- Prepare vehicles for painting (masking, cleaning, basic prep)
- Maintain a clean, safe and organised workshop
- Follow workplace health and safety procedures at all times
- General labouring duties as required within the Depot
- Assist in the removal, repair and replacement of fleet panels, trims and interiors as required
- Repairing "in situ" external defects including rust, dents, chips, and scrapes
- Complete rust repairs including minor to major rust removal jobs
- A strong work ethic and eagerness to learn

Selection Criteria

QUALIFICATIONS

Essential

- Current QLD drivers Licence
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Desirable

- Forklift Licence
- HR Licence

SKILLS, KNOWLEDGE, EXPERIENCE

- Minimum of two years of panel beating, welding or crash repair experience
- Experience welding and other metal fabrication
- A team player with a strong work ethic and eagerness to learn
- A commitment to WH&S
- Good communication skills (written and oral)

Ability to:

- Ability to work unsupervised, manage multiple tasks and to implement time management principles to prioritise work and meet deadlines
- Produce quality work with attention to detail.
- ability to manage multiple tasks and to implement time management principles to prioritise work and meet deadlines.
- ability to work under pressure and with limited supervision whilst exercising initiative, judgement, and enthusiasm
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Employee Acknowledgement

I confirm that I have received and read and understood the job description for my role. I understand my responsibilities and agree to perform them to the required standard.
I acknowledge that this job description may be updated as required to reflect business needs.

Employee Name:

Date:

Signature: