

Terms of Reference for Jr. Technician (Panel Beater), Service Centre, Toyota

Position Title	: Jr. Technician I (Panel Beater)
Grade	: 14
Pay and Allowances	: Salary and other benefits as per SRR-2018
Type of Employment	: Regular
Reporting	: Service Manager, Toyota
Qualification and Experience	: Minimum completion of TTI/VTI with specialization or background in vehicle body work.
Background	The primary responsibility is to carry out inspection for damages to Toyota vehicles and seamless execution of body works to ensure excellent after sales service.
Knowledge, Skills and Abilities	<ul style="list-style-type: none"> • Inspect damaged vehicles to assess the extent of damage and determine the necessary repairs. • Repair damaged body panels using various techniques such as hammering, pulling, and welding. • Replace damaged body parts as needed, including fenders, hoods, doors, and bumpers. • Ensure that all repairs are completed to high quality standards and meet customer expectations.
Duties, responsibilities and accountability	<ul style="list-style-type: none"> • Use specialized tools and equipment to straighten and repair damaged metal body panels. • Fill dents and scratches with body filler and sand smooth for a flawless finish. • Align body panels to ensure proper fit and function. • Remove and refit parts for all Toyota vehicles. • Remove and refit window glasses for all Toyota Vehicles. • Maintain a clean and organized workspace. • Adhere to all safety regulations and procedures. • Shall maintain good relationship with principal company officials, regulatory bodies, customers and colleagues.

	<ul style="list-style-type: none">• Shall ensure daily work assigned is completed and reported to supervisor.• Shall be accountable for hand tools and equipment as handed by supervisor.• Shall advice Toyota team on technical aspects of the vehicle.• Shall follow the Service Rules and Regulations 2018 of the company• Shall carry out any task directly related to Toyota division if necessary.
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