

**TIRE MAINTENANCE WORKER***Class Definition*

Under close supervision, maintains, repairs, and replaces tires, tubes, and wheels used on construction equipment, trucks and automobiles.

*Distinguishing Characteristics*

Tire Maintenance Worker is a single-position class in the Fleet Management Division of the General Services Department. Reporting to the Automotive Parts Supervisor, the incumbent is responsible for the maintenance, repair, and replacement of tires, tubes, and wheels used on heavy trucks and automotive and construction equipment. The Tire Maintenance Worker is distinguished from Tire Maintenance and Repair Technician in that the incumbent of the latter provides lead direction and inventory control. The incumbent may be required to work outdoors under sometimes adverse climatic and hazardous conditions.

*Typical Tasks*

(The incumbent may not be assigned all duties listed, nor do the examples cover all duties which may be assigned.)

Repairs worn or defective tires, tubes and wheels used on heavy trucks, construction equipment, and automobiles.

Mounts and balances tires and matches the diameter and tread design of replacement tires with tires already installed on heavy trucks, construction equipment, and automobiles.

Determines cause for tire wear and notifies driver and mechanics of problems.

Inspects heavy truck and construction equipment tires for compliance with minimum tread requirements.

Checks quantity and quality of items received against invoices, waybills and specifications.

Prepares vehicle condition reports.

Operates portable power equipment used in repairing worn or defective tires, tubes, and wheels.

Performs related duties as required.

*Knowledge, Abilities, and Skills*

Knowledge of the methods, materials, tools and techniques used in the repair/replacement of tires, tubes and wheels used on construction equipment, trucks, and automobiles.

Knowledge of the occupational hazards and safety precautions of the trade.

Ability to diagnose defects in worn tires, tubes, and wheels for tire wear.

Ability to adapt available tools and repair parts to specific repair problems.

Ability to understand and carry out written and oral instructions.

Skill in the use and operation of tools and machinery used in repairing worn or defective tires, tubes and wheels.

Minimum Qualifications

One year of full-time experience, or equivalent, in repairing and replacing heavy truck and/or construction equipment tires.

Necessary Special Requirement

Possession of a valid California Class C Driver\*s License at time of appointment.

APPROVED: \_\_\_\_\_  
Director of Personnel

DATE: \_\_\_\_\_

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