

TIRE MAINTENANCE AND REPAIR TECHNICIAN

DEFINITION

Under general supervision, repairs, replaces, and maintains an inventory of tires, tubes, and wheels used on construction equipment, trucks, and automobiles.

SUPERVISION RECEIVED/EXERCISED

Receives supervision from an Equipment Supervisor. Exercises functional and technical supervision over equipment service staff.

DISTINGUISHING CHARACTERISTICS

Tire Maintenance and Repair Technician is the advanced level class in the Tire Maintenance and Repair series. Incumbents are responsible for the repair, replacement, and supply of tires, tubes, and wheels used on heavy trucks, automotive, and construction equipment. This class is distinguished from other equipment repair classes by its special emphasis on tire maintenance and repair. Incumbents may be required to work outdoors under sometimes adverse climatic and hazardous conditions.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

(May include, but are not limited to, the following:)

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.

Analyzes and 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.

Maintains an inventory of tires, tubes and wheels available for field and drive-up replacements; reorders tires, tubes, wheels, and other tire maintenance items.

Prepares vehicle condition reports.

Trains, assigns, and supervises tire maintenance and repair activities; inspects work of subordinates upon completion.

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

Performs related duties as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

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.

The occupational hazards and safety precautions of the trade.

Skills to:

Use and operate tools and machinery used in repairing worn or defective tires, tubes, and wheels.

Operate modern office equipment including computer equipment

Operate a motor vehicle safely.

Ability to:

Diagnose defects in worn tires, tubes, and wheels for tire wear.

Adapt available tools and repair parts to specific repair problems.

Maintain an adequate supply of tires and related parts using a manual and or automated inventory system.

Provide lead direction to subordinate employees.

Understand and carry out written and oral instructions.

Establish and maintain effective working relationships with those contacted in the course of work.

MINIMUM QUALIFICATIONS

Experience:

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

Special Requirements:

Possession at time of appointment and continued maintenance of a valid California Driver license, and acquisition within 30 days of appointment and maintenance of a valid Class B California Driver license for the entire term of employment in this class.

APPROVED: (Signature on file)
Director of Personnel Services

DATE: 02/24/2006