

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 direction over equipment service staff. Exercises no supervision.

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:)

Diagnoses and repairs worn or defective tires, tubes and wheels used on heavy trucks, construction equipment, and automobiles; responds to road calls when necessary

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.

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.

Reviews and verifies tire related invoices from vendors for size, product description, tire type, pricing, and estimated labor time of outside repairs. Inputs information into City software program

Prepares vehicle condition reports.

Tire Maintenance and Repair Technician
Page 2

Provides technical direction of tire maintenance and repair activities.

Safely operates equipment used in repairing and replacing worn or defective tires, tubes, and wheels.

Ensures Tire Shop machinery and tools are working effectively and safely as intended from manufacturer and reports any tool/equipment not meeting specifications to supervisor.

Assists in the maintenance of tire-related records in management software.

Maintains a clean working area and assists with cleaning of shop area, equipment, and tools.

Follows and applies proper safety practices required.

Diagnoses and repairs tire pressure monitoring systems and sensors.

Communicates with customers via email and phone to resolve tire related needs. Reports back to Supervisor as needed.

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.

Skill/Ability to:

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

Operate standard office equipment including computer, cell phone, handheld tablets, and various software applications.

Operate a motor vehicle safely.

Provide technical 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

Education:

Possession of a High School Diploma or equivalent GED completion

Experience:

Two (2) years of full-time experience, or equivalent, in repairing and replacing heavy truck and/or construction equipment tires.

Special Requirements:

Possession at time of application and continued maintenance throughout the entire term of employment in the classification a valid Class C California Driver license.

Within ninety (90) days of appointment, must obtain a valid Commercial Instructional Permit.

Within twelve (12) months of appointment, must obtain and maintain throughout the entire term of employment in the classification a valid Commercial Class B California Driver's License with required endorsement and without air brake restrictions.

Tire Industry Association (TIA) certification, preferred.

PHYSICAL DEMANDS

The physical demands described here are representative of those that are necessary to safely, effectively, and efficiently perform the essential functions of this job with or without reasonable accommodation.

This classification's physical demands involve very heavy work exerting in excess of 100 pounds of force occasionally with assistance, and/or in excess of 50 pounds of force frequently with assistance, and/or up to 20 pounds of force constantly to move

Tire Maintenance and Repair Technician
Page 4

objects. Additionally, the following physical demands may be required: balancing, climbing, crawling, crouching, feeling, manual dexterity, grasping, handling, hearing, kneeling, lifting, mental acuity, pulling, pushing, reaching, repetitive motion, speaking, standing stooping, talking, visual acuity, walking.

APPROVED: Signature on File
Director of Personnel Services

DATE: 10/20/2025

Original 10/01/1984
Revised NK:clw:02/24/2006
Revised: EVG/C&C: 10/20/2025