

## LEAD TIRE SERVICE WORKER

### JOB DESCRIPTION

**Classification Responsibilities:** The Lead Tire Service Worker provides lead supervision over, and participates in, the service and repair of a wide variety of tires and tubes for City vehicles and other motorized equipment. This class is responsible for planning, organizing, directing, and participating in the operation of the tire service shop. In addition, the incumbent oversees the tire-retreading program, maintains a fleet tire inspection program, and runs various tire performance tests. This class is also responsible for performing related duties as required.

**Distinguishing Features:** A significant element of the work of this class involves considerable contact with vendors to locate tires, obtain price quotes and warranties, and determine delivery times and dates. An employee in this class is required to use appropriate safety equipment and follow safety procedures in performing assignments. This class differs from the Tire Service Worker class by being responsible for overseeing the tire service shop operation in a lead capacity. This class receives general supervision from the Shop Supervisor who reviews work through conferences and overall results achieved. This class is FLSA nonexempt.

### QUALIFICATIONS

**Minimum Qualifications Required.** Any combination of education, training, or experience equivalent to two years full-time employment in the service and repair of heavy-duty tires.

**Special Requirements.** Must possess a valid Arizona Driver's License by hire or promotion date.

**Substance Abuse Testing.** Due to the safety and/or security sensitive nature of this classification, individuals shall be subject to pre-employment or pre-placement alcohol, drug and/or controlled substance testing as outlined in City policy and procedures.

**Preferred/Desirable Qualifications.** At least one-year experience working in a lead capacity is highly desirable.

### ESSENTIAL FUNCTIONS

**Communication:** Communicates with vendors in order to locate tires, arrange delivery times, and obtain price quotes and warranties. Communicates with subordinates, coworkers, supervisory personnel, public officials, contractors, vendors, and the general public in order to establish and maintain effective working relationships. Follows and gives verbal and/or written instructions, and trains subordinate-level employees in tire service and repair techniques. Recommends improvements in tire quality standards. Prepares written documents, such as performance appraisals, reports, personnel-related documents, etc.

**Manual/Physical:** Repairs and services a variety of tires and tubes. Conducts performance tests on tires and maintains an accurate documentation of the results. Inspects and evaluates tires, working conditions, and the work of subordinates to ensure compliance with established safety and operating standards. Detects traffic sounds when working near moving traffic, and backup warning devices when

working around moving equipment. Maintains the fleet tire inspection program. Operates vehicles and equipment requiring a standard Arizona Driver's License to test drive equipment and vehicles. Operates hydraulic jacks, buffers, drills, etc. Uses common hand tools to repair and service tires. Uses a personal computer to access the Equipment Management Information System (EMIS). Performs physical tire inventories. Moves tires weighing up to several hundred pounds. Cleans work area and equipment using cleaning fluids and agents. Works with chemicals, paints, and tire lubrication grease. Maintains service and stock records.

**Mental:** Provides lead supervision, plans, and organizes the work of employees engaged in tire service and repair at two shop locations. Establishes work priorities and work policies for subordinate personnel. Supervises the tire-retreading program. Analyzes tire bids from vendors, tire wear, and replacement schedules. Coordinates tire services with supervisors, vendors, and other City personnel. Coordinates the sale and proper disposal of surplus tires. Assists in preparing the responsibility center (RC) budget (RC 232). Understands verbal and/or written instructions. Comprehends and makes inferences from written material. Learns job-related material through on-the-job training.

**Knowledge/Skill/Abilities:**

Knowledge of:

the standard tools, materials, methods, and practices of tire service and repair;  
the recommended air pressures for various sizes of tires;  
the methods used in testing tire wear and the corrective methods used to decrease excessive wear; and  
the hazards and safety precautions associated with tire service and repair work.

Skill in the operation and care of tire service and repair equipment, including a pneumatic tire changer, hydraulic jacks, and a computer spin balancer.

Ability to:

lead the work of, and establish work priorities for, subordinate-level employees;  
coordinate tire services with supervisors and other personnel;  
repair and service a variety of tires and tubes;  
carry out verbal and written instructions;  
perform all the physical requirements of the class; and  
establish and maintain effective working relationships with management, subordinates, coworkers, and vendors.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

Lead Tire Service Worker

Page 3

Revised to Update Industrial Code 1/15

PK/fl/pa

CS3832.DOCX

PAY GRADE: 39

EEO-S/M

NDOT SAFETY-Yes

SECURITY-No

NDOT RANDOM-No

DOT SAFETY-No

CDL-No

RESP-No

IND-8380

JOB FCTN-GEN

SWORN-No

INCREMENTS 81-200