



NEW:
07/01/2012

JOB TITLE:	TIRE WORKER
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	IB, GRADE 7
WORK YEAR:	260 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8790
BARGAINING UNIT:	CLAE

SCOPE OF RESPONSIBILITIES

Assumes responsibility for changing tires on buses, trucks and cars owned by the school system. Also responsible for storage of tires and the accountability of tires within the storage area.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
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- Maintains daily work schedule and accurate records on assigned vehicles
- Processes work orders for parts used on vehicles
- Repairs and/or replaces tires, wheels, rims and hubs
- Provides service runs when necessary
- Brands all tires with the JCBE brand for identification purposes
- Assumes responsibility for quality and completion of all work assigned
- Assumes responsibility for proper use of tools, equipment and standard maintenance, and safety practices
- Performs other duties as assigned by supervisor

PHYSICAL DEMANDS

The work is performed while standing or walking. The work requires the use of hands for simple grasping, pushing and pulling of arm controls and fine manipulations. The work requires the use of feet for repetitive movements. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull heavy weights. The work requires being around moving machinery, exposure to marked changes in temperature and humidity, driving automotive equipment, and exposure to dust, fumes and gases.

MINIMUM QUALIFICATIONS

- High School Diploma or G.E.D.
- Knowledge of tire shop operation
- Two (2) years experience working with tires for buses, trucks and cars
- Must have a valid Commercial Drivers License (CDL)
- Effective communication skills

DESIRABLE QUALIFICATIONS

- Successfully completed a mechanical course
- Knowledge of applicable school system policies and procedures
- Ability to work with people in a positive manner