



REVISED: 07/17/2019
Submitted: 07/16/2019

JOB TITLE:	WORKER TIRE
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
Completes all trainings and other compliance requirements as assigned and by the designated deadline

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 of experience working with tires for buses, trucks and cars
Must have a valid Commercial Driver's 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
Experience in a diverse workplace