



Tire Repair Technician

Fleet Maintenance

Starting Salary: \$22,195.79

JOB SUMMARY

This position performs technical tire duties in the installation, repair and maintenance of tires for the city's vehicle and equipment fleet.

MAJOR DUTIES

- Installs tires on city vehicles and equipment, including police vehicles, fire trucks, tractors, etc.
- Rotates and balances tires.
- Repairs tires in the field and at other city facilities.
- Maintains inventory of tires and tubes.
- Maintains record of work performed.
- Assists in other equipment repair and maintenance tasks.
- Assists in brake repair jobs.
- Welds and fabricates parts as needed.
- Maintains job-related tools and equipment.
- Responds to after-hours calls for service.
- Performs related duties.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of city and department policies and procedures.
- Knowledge of inventory management principles.
- Knowledge of city purchasing policies and procedures.
- Knowledge of vehicle and equipment parts and supplies.
- Knowledge of tire installation, repair and maintenance principles.
- Skill in the use of job-related tools and equipment.
- Skill in troubleshooting and identifying problems and in devising related solutions.
- Skill in oral and written communication.

SUPERVISORY CONTROLS

The Fleet Maintenance Manager assigns work in terms of somewhat general instructions. The supervisor spot-checks completed work for compliance with instructions and established procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES

Guidelines include department and city policies and procedures. These guidelines are generally clear and specific, but may require some interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of related technical tire repair and maintenance duties. Heavy traffic and inclement weather contribute to the complexity of the position.
- The purpose of this position is to install, maintain and repair tires for fleet vehicles and equipment. Success in this position ensures contributes to the provision of a safe and well-maintained fleet.

CONTACTS

- Contacts are typically with other city employees, vendors, and members of the general public.
- Contacts are typically to provide services, to give or exchange information, or to resolve problems.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while intermittently sitting, standing, stooping, walking, bending or crouching. The employee frequently lifts light and heavy objects, climbs ladders, uses tools or equipment requiring a high degree of dexterity, distinguishes between shades of color, and utilizes the sense of smell.
- The work is typically performed in a garage and outdoors, occasionally in cold or inclement weather. The employee may be exposed to noise, dust, dirt, grease, machinery with moving parts, and irritating chemicals, Work requires the use of protective devices such as masks, goggles, gloves, etc.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

MINIMUM QUALIFICATIONS

- High School Diploma or GED.
- Experience as a tire installer/changer.
- Possession of a valid class "C" driver's license.

THE CITY OF GRIFFIN IS AN EQUAL OPPORTUNITY EMPLOYER