

County of Humboldt Job Specification
TIRE REPAIR SPECIALIST
Classification 0236



DEFINITION

Under general supervision, inspects, changes, balances and repairs tires for the County's equipment and vehicle fleet; maintains records relating to tire purchases and repairs and analyzes the cost of tires; performs related work as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Equipment Superintendent. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This journey-level classification is responsible for independently performing skilled technical duties in support of the repair, maintenance, and cost analysis of a wide variety of equipment, truck, and automotive tires. Positions at this level exercise judgment and initiative in their assigned tasks, receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignment of different positions.

- Changes and repairs tires on heavy equipment, trucks and automobiles in the shop and in the field; cleans and inspects wheels for cracks, damage, or imperfections.
- Inspects worn or damaged tires and determines the need for repair or replacement based on cost and safety concerns; mounts and dismounts tires and determines the proper size and type for replacement; balances tires as required.
- Determines the need for contracting out major repairs; makes arrangements for recaps and repairs in accordance with County procedures.
- Contacts suppliers to obtain comparative data regarding the cost, durability, use, and availability of tires; makes recommendations regarding tire purchases.
- Maintains computerized records of the cost, frequency of repair and durability of tires; analyzes data to determine the cost per mile of different types of tires.
- Develops policies and procedures relating to tire repair, care, and inventory.
- Provides training to mechanics regarding routine repairs and tire care; advises other County employees on safety issues relating to tires.
- Stocks, maintains and operates a service truck to perform field repairs.
- Maintains an inventory of tires, parts and supplies; determines appropriate inventory levels of tires including those used on emergency vehicles.
- Contacts suppliers and repair shops regarding warranty claims and processes appropriate paperwork.

- Uses and maintains hand and power tools and equipment related to tire work.
- Picks up and delivers tires and other parts and supplies.
- Reads safety advisories and service bulletins, monitors trends in the tire industry and ensures that tires for County equipment and other vehicles meet pertinent specifications and safety standards.
- Performs other related duties as assigned.

The requirements listed below are representative of the knowledge and ability required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

QUALIFICATIONS

Knowledge of:

- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Methods of repairing, changing, and balancing tires for heavy equipment and other vehicles.
- Standard types and sizes of tires used on heavy equipment, trucks and automobiles.
- Basic operation and maintenance of equipment used in repairing, changing, and balancing tires.
- Use of hand and power tools used in tire repair work.
- Safe working practices and safety equipment related to the work.
- Basic principles of stock and inventory control.
- Applicable federal, state, and local laws, codes, and ordinances relevant to the area(s) of responsibility.
- Recordkeeping principles and practices.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and County staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Operate equipment and tools used in tire repair and replacement work.
- Maintain accurate computer and written logs and records.
- Prepare and maintain routine written reports and records.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Minimum Qualifications:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to completion of the twelfth (12th) grade

and

Two (2) years of experience repairing heavy equipment tires, including experience managing fleet accounts.

Licenses and Certifications:

- Must possess a valid US driver's license upon date of application. Must obtain California driver's license following hire date per California DMV regulations.

PHYSICAL DEMANDS

- Mobility to work in a standard shop setting.
- Use standard office equipment, including a computer, and to operate a motor vehicle to visit various County sites.
- Strength, stamina, and mobility to perform light to medium physical work, to work around machines, and to operate varied hand and power tools, equipment, and machinery.
- Vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone.
- Standing in and walking in operational areas to identify problems or hazards is frequently required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment.
- Positions in this classification frequently bend, stoop, kneel, reach, and climb to perform work and inspect work sites.
- Employees must possess the ability to lift, carry, push, and pull materials and objects up to 100 pounds in all cases with the use of proper equipment and/or assistance from other staff.

ENVIRONMENTAL CONDITIONS

- Employees work in a maintenance shop environment and are exposed to loud noise levels, vibration, chemicals, dust, paint fumes, mechanical and electrical hazards, grease, oils, solvents, machinery with extremely hot surfaces and moving parts, moving objects or other vehicles, as well as cold and hot temperatures, inclement weather conditions, and road hazards.
- Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

ADDITIONAL REQUIREMENTS

Some departments may require pre-employment screening measures before an offer of employment can be made (i.e. background screening, physical examination, etc.).