



Tire Repair Worker

Road and Bridge

RB/25
Pay Grade: 10

JOB SUMMARY

This position is responsible for repairing and replacing tires on county vehicles and equipment.

MAJOR DUTIES

- Changes flat tires on county trucks, vehicles, and equipment.
- Responds to field break downs; changes flat tires in the field.
- Patches and repairs damaged tires.
- Balances tires using related equipment.
- Prepares daily work order reports on all performed services.
- Cleans and maintains tools and work areas.
- Disposes of damaged and worn tires.
- Responds to after-hours emergencies.
- Perform any other duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of the repair and maintenance of vehicle and equipment tires.
- Knowledge of county vehicle and equipment tire characteristics.
- Skill in the operation of job related diagnostic equipment, hand tools, and power tools.
- Skill in the repair and maintenance of a wide variety of tires.
- Skill in analyzing problems and identifying solutions.
- Skill in performing mathematical calculations.
- Skill in interpersonal relations.

- Skill in oral and written communication.
- Ability to communicate in English and Spanish.

SUPERVISORY CONTROLS

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

GUIDELINES

Guidelines include safety regulations, equipment operation manuals, and instructions from supervisors. These guidelines are generally clear and specific, but may require some interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of related tire repair duties. The variety of vehicles and equipment to be maintained combined with inclement field conditions contributes to the complexity of the position.
- The purpose of this position is to repair and replace tires on county equipment and vehicles. Success in this position contributes to the provision of a safe and operable fleet.

CONTACTS

- Contacts are typically with co-workers, vendors, and the general public.
- Contacts are typically to give or exchange information, resolve problems, and provide services.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

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

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

MINIMUM QUALIFICATIONS

- Must have one to two years experience.
- Must have a high school diploma or GED from an accredited institution.

OTHER REQUIREMENT/INFORMATION

- Must possess a valid and current Texas driver's license.
- Drug and Alcohol Policy applies to this job. Pre-employment drug/alcohol testing, Motor Vehicle Record (MVR) and criminal background checks are required.
- This position *is covered* by Civil Service; therefore, is subject to the Civil Service Rules and Regulations in addition to all other Webb County policies.

ACKNOWLEDGEMENT

The undersigned have read, discussed and understand the full meaning of this job description and agree to abide by all terms and conditions herein expressed or implied.

Employee's Signature

Print Name

Date

Supervisor's Signature

Print Name

Date