



UNION JOB DESCRIPTION

TITLE: Tire & Battery Specialist

DEFINITION:

Works with and coordinates inventory and control of all automotive, truck, and related parts in the Parts Room and secured parts storage area, under the direction of the Garage Manager or Shift Foreman.

BASIC RESPONSIBILITIES:

1. Assumes responsibility for the District's tire and battery stock, including inventory taking, issuing, receiving of new material-coded tires, and reconciling inventory discrepancies.
2. Creates automated work orders and enter work accomplished including material, labor and commercial costs.
3. Schedules tire changes daily through Shift Foreman and Outside Service Mechanic.
4. Performs minor mechanical repairs stemming from tire or front-end alignment problems, such as steering box adjustments, shock absorbers replacement, idler arm, and tie-rod ends.
5. Schedules all light duty front-end alignments with contractors.
6. Performs monthly tire and battery checks and has Outside Service Mechanic assist.
7. Performs the majority of the District's heavy-duty vehicle front-end and toe-end alignments.
8. Maintains Tire Chain Program to include: maintenance of back-up stock, ordering replacement chains, repairing/resacking broken chains, and exchanging repaired chains with customers.
9. Maintains the District's Recappable Tire Program.
10. Purchases non-material coded tires to include quoting of purchase order requisitions.
11. Ensures mechanical repair work is bid in accordance with the Transportation Department's policy.
12. Sorts used tire casings, schedules disposal of junk tires and arranges for the sale of marketable used tire casings.
13. Maintains accurate information on all tire and battery sizes with regard to mileage and performance of various sizes, brands and types.
14. Applies brand to new batteries and recappable tires for security reasons and for maintenance tracking of specific units.
15. Separates used tires in three groups (used – saleable, used – recappable and used – junk). Follows up with information to complete the "Authorization for Disposal of Surplus Property".
16. Sets up experimental tire and battery-related testing programs and maintains accurate records.
17. Completes monthly "OSHA Tire and Battery Report" on vehicle inspection checklist.
18. Contracts vendor when disposing of tires, batteries and purchasing small items used in the tire shop. Obtains three competitive bids when locating tires for emergency purchases in accordance with District procedures.
19. Monitors on a daily basis the battery room for safety equipment, battery breakdown testing and line charging; checks battery state-of-charge; double checks batteries thought to be "junk"; and processes junk batteries for disposal.
20. Ensures tire and battery shop is organized safely and neatly.
21. Complies with all Garage safety rules, shop policies and Federal and State laws.

OTHER RESPONSIBILITIES:

1. Supplies own tools.
2. Performs other associated duties as assigned.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Material requisitions.
- Appropriate dollar levels for purchasing.
- Policies and guidelines of the District and Transportation Department.
- Proper use of tools and equipment of the trade.
- Various forms, reports and time slips and how to complete them.
- Tire and battery maintenance.
- Computer systems.

Ability to:

- Meet departmental deadlines.
- Meet and work with persons outside the District.
- Assign and direct the work of employees in lower classifications.
- Communicate effectively.
- Identify, analyze and resolve problems.
- Adjust to varying workload demands.
- Receive and carry out work assignments.
- Interpret and apply relevant District policies, procedures and agreements.
- Initiate tasks and work without close supervision.
- Use computer systems.

Education/Experience:

- Entry from other garage classifications must have 6 months of previous tire shop experience in a garage, tire shop service stations or the equivalent.

License or Certification:

- Possess a valid Washington State Commercial Drivers License (Class A).
- CPR First Aid card.

WORKING CONDITIONS:

- Work is performed in both indoor and outdoor environments in varying weather conditions.
- Employees risk physical hazard from working on and around heavy and light duty vehicles and equipment.
- Some exposure to chemicals for cleaning and painting parts.
- Some exposure to fumes from welding and grinding on metal.
- Must be able to lift and carry heavy tools, equipment and vehicle parts in excess of 120 lbs. on a daily basis.
- Must be able to work on varying shifts and long hours as storm and emergency conditions dictate.
- Subject to 24-hour call-out emergency conditions.