

TIRE MECHANIC

DISTINGUISHING FEATURES OF THE CLASS:

This is an important position involving the responsibility for maintaining tires in safe operating condition and in sufficient supply for the Highway Division of the Department of Public Works. The incumbent inspects, changes, repairs and maintains an inventory of a wide range of tires and related parts for autos, trucks and construction equipment. The position requires the individual to work in all weather conditions, be able to work with heavy weights, and be able to safely and efficiently mount and demount both single and multi-piece rimmed tires. The work is performed under the general supervision of a higher level employee. Supervision is not a normal function of the class.

TYPICAL WORK ACTIVITIES:

1. Demounts, inspects, repairs and mounts tires consisting of a variety of sizes, styles and rim construction;
2. Cleans and inspects rims and related mounting and assembly parts for wear and damage, and to facilitate future repairs;
3. Responds to field calls to change flat or damaged tires on trucks and construction equipment;
4. Orders and maintains an inventory of tires, tubes, flaps, rims and related assembly parts;
5. Performs periodic inspections of tires and wheels on vehicles and equipment to insure proper and safe operating condition;
6. Researches and recommends tire types, relating performance to expected vehicle and equipment use;
7. Maintains equipment records on tire replacement and repair;
8. Maintains tire shop area and tire truck in clean and safe condition;
9. May perform additional activities, such as assisting in equipment and vehicle maintenance and repair, snow removal, or other yard work;
10. Does related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES:

Good knowledge of tire repair methods, mounting techniques and tools of the trade; working knowledge of inventory record keeping and controls; working knowledge of purchasing and requisition procedures; ability to maintain an efficient organization of records, parts and supplies; ability to communicate effectively, both orally and in writing; ability to work outdoors under all weather conditions; ability to work with heavy weights; initiative; mechanical aptitude; manual dexterity; dependability; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

One (1) year of full-time work experience which involved changing, mounting and repairing truck and construction equipment tires.

SPECIAL REQUIREMENT:

Possession of the New York State Driver License (Class D) **at a minimum* at time of appointment and to maintain the position.

TR3311

ADOPTED: 01/25/88

REVISED: 07/10/92 12/21/17