

## Job Description

**Job Title:** Automotive Tire Technician

**Position Code:** 5N23

**Job Classification:** Non-Exempt

**Supervisor:** Bus and Automotive Maintenance Manager

**Pay Grade:** 21

**Contract Length:** 245 Days

### Job Summary

Position is responsible for performing skilled and specialized automotive mechanic work in the repair, maintenance, and replacement of tires on school division buses, support vehicles, trucks, trailers, and other motorized equipment. Position mounts/demounts tires; ensures conformance to industry standards; examines and repairs tires; performs preventative maintenance; and responds to emergency road calls. Position also inventories and requisitions supplies; and prepares paperwork. Position may be required to work evenings, nights, and weekends.

### Essential Duties

1. Prepares tires for installation; mounts and demounts tires on rims and vehicles; and fills tires to the proper air pressure.
2. Inspects and tests tires to ensure conformance to standards.
3. Examines and probes damaged, defective, or flat tires to determine the extent of damage and the feasibility of repair; and recommends the disposal of non-repairable tires.
4. Repairs tube and tubeless tires by puncturing blisters, applying patches, replacing treads, removing nails, changing tubes, installing boots, etc.
5. Road tests vehicles after repairs are completed.
6. Aligns and balances wheels and tire assemblies to minimize wear on tires; and rotates wheels at prescribed mileage intervals.
7. Performs preventative maintenance checks on school division vehicle tires and related components.
8. Responds to emergency road calls; performs road service to repair/replace damaged tires; and operates a school division tow truck to retrieve inoperable vehicles.
9. Operates and maintains diagnostic equipment, hand/power tools, tire changing machines, balancing equipment, and other specialized automotive tools and machinery.
10. Practices safety methods in the operation of equipment and performance of duties.
11. Inventories and ensures an adequate supply of tires and related parts; and requisitions/orders supplies as necessary.
12. Prepares paperwork including work orders, part usage records, tire weight records, etc.
13. Models nondiscriminatory practices in all activities.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

### Other Duties

1. Performs any other related duties as assigned by the Bus and Automotive Maintenance Manager or other appropriate administrator.

### Job Specifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

### Minimum Qualifications (Knowledge, Skills, and Abilities Required)

Must possess a high school diploma (GED), trade, or vocational courses in automotive mechanics and considerable experience in the repair, maintenance, and replacement of standard/large vehicle tires; or any equivalent combination of education and experience that would provide the noted knowledge, skills, and abilities. Must possess a valid Virginia Commercial Driver's License (CDL) to operate a school bus, towing certification/license, forklift certification, and Virginia State Vehicle Inspector's certification; or must acquire

such upon employment. Must possess a comprehensive knowledge and understanding of the techniques, practices, tools, and equipment in the repair and maintenance of various types of tires and related components. Must possess an excellent knowledge of industry standards related to tire maintenance. Must possess knowledge of, and the ability to practice, safety procedures within an automotive repair shop. Must possess the ability to diagnose defects and perform routine/complex repairs on standard and large vehicle tires. Must possess the ability to read and comprehend shop manuals. Must possess the ability to perform simple arithmetic calculations and read gauges/testing devices. Must possess the ability to train and give directions to lower level mechanics. Must possess skill in the use and care of hand/power tools and diagnostic equipment employed in tire repair and adjustment work.

**Working Conditions & Physical Requirements**

While performing the duties of this job, the employee is constantly required to stand; use hands to finger, handle, or feel; reach with hands and arms; twist; bend; and stoop, kneel, crouch, or crawl. The employee is frequently required to walk. The employee must constantly lift, carry, and/or move up to 75 pounds and push/pull up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, depth perception, and the ability to adjust focus. While performing the duties of this job, the employee is constantly exposed to moving mechanical parts, fumes or airborne particles, risk of electrical shock, and vibration. The employee is frequently exposed to toxic or caustic chemicals and occasionally exposed to outside weather conditions.

**Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are performed in a garage environment; on road sides; and operating a motor vehicle. The noise level in the work environment is usually very loud.

**Supervision Exercised:** None

**Supervision Received:** Bus and Automotive Maintenance Manager

*This job description in no way states or implies that these are the only duties to be performed by this employee. The Automotive Tire Technician will be required to follow any other instructions and to perform any other related duties as assigned by the Bus and Automotive Maintenance Manager or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.*

**Approvals:**

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Supervisor

Date

**I acknowledge that I have received and read this job description.**

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Employee Name (Print)

Signature

Date

Revised 07/19 CR