

Position Description – Tire Maintenance Technician II - Commercial

Royal Tire, Inc.
Position Description

Job Title: Tire Maintenance Technician II (TMT II) Level: Pay Grade 5
Commercial

Exemption Status: Non-Exempt Department: Commercial

Authorization: Date: 01/01/2008

JOB SPECIFICATIONS

<u>FACTOR</u>	<u>LEVEL</u>
EDUCATION	High School
JOB RELATED EXPERIENCE	2 Years
SUPERVISION GIVEN	None
SUPERVISION RECEIVED	Store Manager
SPECIAL REQUIREMENTS	Valid Drivers License with acceptable driving record TIA Certified for Service Calls

JOB SUMMARY: The Tire Maintenance Technician II is responsible for performing tire related services for customers in a professional and efficient fashion. Up to 60% of the work performed will be outside of the store on service calls. This position will adhere to, and promote, the Royal Tire mission. He/She will operate within the confines of the core company values while contributing to the success of their functional team.

ESSENTIAL JOB DUTIES:

1. Performs tire related services, i.e. installs new tires, repairs tires, etc. in a professional manner.
2. Performs mechanical service i.e. installs parts, performs diagnosis in a professional manner.
3. Performs vehicle inspections as required.

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4. Sells tires, parts, and services to customers as required.
5. Salvages, inspects, tags and prices used tires for resale.
6. Maintains equipment and vehicles in good working condition.
7. Maintains the work area in a safe, clean and organized manner.
8. Completes all related paperwork and forms accurately.
9. Performs related Tire Center work as required i.e. assists in counter sales and answering telephone, deliveries, and etc.
10. Keeps informed of current training to insure customers receive the best sales/service possible.
11. Promotes a positive image of Royal Tire in the community.

NON-ESSENTIAL JOB DUTIES

12. Performs related work as required.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Moving Objects	Approximately 80% of the time
Noise	Approximately 90% of the time
Vibration	Approximately 50% of the time
Odor/Fumes	Approximately 90% of the time
Dust	Approximately 90% of the time
Standing	Approximately 90% of the time
Walking	Approximately 100% of the time
Bending/Stooping	Continuously
Kneeling	Frequently
Squatting	Continuously
Reaching above shoulder level	Occasionally
Push/Pull	Continuously
Crouch	Continuously
Lifting up to 100 Pounds	Frequently
Verbal Communication	Frequently

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Written Communication	Occasionally
Hearing Normal Conversation	Frequently
Sight, including near acuity	Continuously
Far acuity, depth perception, full field of vision and distinguishing colors	Occasionally