

# TIRE REPAIR WORKER

## Recruitment #TBD

<b>List Type</b>	Original
<b>Requesting Department</b>	FIRE - SUPPORT SERVICES BUREAU
<b>Open Date</b>	TBD
<b>Filing Deadline</b>	TBD
<b>HR Analyst</b>	Nola Nelson

### INTRODUCTION

*Located on the western shore of Lake Michigan, Milwaukee is an urban hub bursting with energy. Milwaukee provides a casual sophistication – big city appeal without the big city hassles. We are accessible and affordable, and our residents are welcoming. Milwaukee has evolved through the years, bringing together its unsurpassed charm with a breathtaking art museum, top-flight cultural attractions, professional sports, lakefront festivals, recreational opportunities, and great restaurants.*

*The City of Milwaukee is proud to employ a diverse workforce that is committed to providing exemplary service to the City's residents. If you have a passion for being a part of an inclusive team of public servants, please consider the following opportunity.*

### PURPOSE

**The Tire Repair Worker inspects, repairs, and maintains tires and hoses on all department vehicles and apparatus.**

### ESSENTIAL FUNCTIONS

#### **Tire Repair**

- Change and repair tires in the department shop or on location.
- Inspect and evaluate all tires and tubes to determine necessity for repair, recap, or scrap, and whether warranty is applicable.
- Work with vendors on recaps to offset costs to the department.
- Inspect, match, and recondition rims for proper assembly.
- Maintain tire inventory and complete necessary paperwork.

#### **Maintenance/Delivery of Supplies:**

- Pick up, deliver, and move supplies, equipment, furniture, vehicles, and apparatus to and from various locations.
- Operate a forklift to load and unload supplies and equipment.
- Perform general maintenance and cleanliness duties for the shop and at certain dispersed Milwaukee Fire Department (MFD) buildings and grounds, including snow plowing with a pickup or snow blower.

*We welcome qualified individuals with disabilities who are interested in employment and will make reasonable accommodations during the hiring process in accordance with the Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008.*

## **CONDITIONS OF EMPLOYMENT**

### **The Tire Repair Worker must be willing and able to do the following:**

- Be subject to recall for emergencies which may include evenings, weekends and holidays.
- **Supply own basic hand tools.**
- Perform heavy physical labor (exerting up to 100 lbs. of force occasionally, moving equipment up to 50 lbs. unassisted, and transferring objects weighing 10-20 lbs. frequently).
- Walk, stand, climb stairs, stoop and bend, and perform tasks that require repetitive motion.
- Withstand variable environmental conditions both indoors and out, such as heat, cold, fumes, oil, and dust.
- Drive all departmental vehicles, including heavy apparatus, and perform snow plowing duties.

## **MINIMUM REQUIREMENTS**

1. Two years of experience in vulcanizing, repairing, and mounting heavy truck tires and tubes.
2. Passing probation (one year) is contingent upon completing departmental training and demonstrating skill in competently and safely operating a forklift to unload freight trucks and driving all departmental vehicles, including fire apparatus.
3. Valid driver's license at time of appointment and throughout employment.  
*Equivalent combinations of education and experience may be considered.*

**NOTICE:** Please do not attach your academic transcripts to your employment application. The hiring department will verify candidates' education as part of the background screening process prior to extending any job offers.

## **DESIRABLE QUALIFICATIONS**

- Certification in Tire Repair by the Tire Industry Association (TIA).
- Commercial driver's license (CDL).
- Light mechanical experience.
- Experience dismounting, repairing, remounting, and inflating heavy commercial tires.

## **KNOWLEDGE, SKILLS, ABILITIES & OTHER CHARACTERISTICS**

### **Technical:**

- Knowledge of tire evaluation methods and standards.
- Knowledge of machines and tools used in tire mounting, dismounting, and repair.
- Knowledge of tire and wheel maintenance procedures.
- Ability to inspect tires, tire tubes, and rims.
- Ability to repair tires and tire tubes.
- Ability to evaluate tires to determine need for recapping.
- Ability to mount and dismount tires.
- Ability to safely and properly inflate tires.
- Ability to balance tires.
- Ability to read and understand job-related documents such as manuals, policies, and procedures.
- Ability to understand and apply mechanical concepts to solve problems.

- Ability to learn about and apply that knowledge relative to machines and tools, including their uses, repair, and maintenance.
- Ability to learn and become skilled at performing compressed air functions.
- Ability to maintain general cleanliness of vehicles and indoor facilities.
- Ability to perform outdoor maintenance duties, such as snow plowing with a pickup or snow blower.
- Ability to learn how to safely operate a forklift to load and unload supplies and equipment.
- Ability to learn and use job-specific computer/keyboarding skills and programs associated with the position.
- Ability to learn inventory and stockroom procedures.

#### **Safety:**

- Knowledge of occupational hazards and safe work practices in a shop environment, including the ability to use all equipment, hand tools, and departmental vehicles in a safe manner.
- Knowledge of safe work practices in the field environment, including in/around traffic areas.
- Ability to monitor the work site vicinity, including pedestrian and vehicle traffic, to ensure the safety of the City employees and the public.

#### **Interpersonal and Judgment:**

- Ability to understand and follow verbal and written instructions.
- Customer service skills and the ability to work cooperatively in a team-oriented, collaborative environment with people whose backgrounds may differ from one's own.
- Organizational skills and the ability to maintain accurate work records.
- Ability to perform effectively independently, under pressure, and within tight timeframes.
- Honesty and the ability to safeguard all departmental property.

### **CURRENT SALARY**

**The current salary range (Pay Range 7BN) is \$51,605-\$61,671 annually, and the resident incentive salary for City of Milwaukee Residents is \$53,153-\$63,521 annually.**

**BENEFITS:** The City of Milwaukee provides a comprehensive benefit program that includes the following:

- Defined Benefit Pension Plan
- 457 Deferred Compensation Plan
- Health and Dental Insurance
- Paid Parental Leave
- Comprehensive Wellness Program
- Onsite Clinic Services
- Onsite Employee Assistance Program
- Alternative Work Schedules
- Long Term Disability Insurance
- Group Life Insurance
- Tuition Benefits
- Paid Vacation
- 12 Paid Holidays
- Paid Sick Leave and other paid leaves
- Flexible Spending Arrangement
- Commuter Value Pass

For full details of the benefits offered by the City of Milwaukee, please visit <https://city.milwaukee.gov/der/benefits>.

## SELECTION PROCESS

**THE SELECTION PROCESS** will be job related and will consist of one or more of the following: an evaluation of education, experience and/or responses to supplemental questions; a written or performance test, a structured interview, or other assessment methods. The Department of Employee Relations reserves the right to call only the most qualified candidates to structured interviews and performance examinations. Structured interviews may include written exercises. Selection process component weights will be determined by further analysis of the job.

**INITIAL FILING DATE** - The selection process will be held as soon as practical after the deadline listed above. Receipt of applications may be discontinued at any time after this date without prior notice. However, recruitment may continue until the needs of the City have been met. Qualified applicants will be notified of the date, time, and place of the selection process components. Unless otherwise required by law, the City of Milwaukee will not provide alternative selection process dates or times. The applicant is responsible for attending all phases of the job selection process at the time and place designated by the City of Milwaukee.

**NOTE:** Candidates must pass a Milwaukee Fire Department background investigation before hire.

## ADDITIONAL INFORMATION

- **APPLICATIONS** and further information may be accessed by visiting [www.jobapscloud.com/MIL](http://www.jobapscloud.com/MIL).
- If you would like assistance completing an application, please contact the Department of Employee Relations at (414) 286-3751 or [staffinginfo@milwaukee.gov](mailto:staffinginfo@milwaukee.gov).
- The Department of Employee Relations is in City Hall, 200 E Wells St, Room 706, Milwaukee, WI 53202

## CONCLUSION

*EEO 702*

*The City of Milwaukee values and encourages diversity and is an equal opportunity employer.*