

# TIRE REPAIR WORKER I

Recruitment #1607-0860DC-001

**List Type** Original

**Requesting Department** DPW-OPS-FLEET SERVICES

**Open Date** 10/3/2016 11:59:00 PM

**Filing Deadline** 10/24/2016 11:59:00 PM

**HR Analyst** Nola Nelson

## INTRODUCTION

### WHAT MILWAUKEE CAN OFFER YOU

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 old world charm with a breathtaking Art Museum, top-flight arts and cultural attractions, professional sports, lakefront festivals, recreational opportunities and great restaurants.

The City of Milwaukee offers a collaborative, positive work environment where each employee contributes to making the city the best place possible to live and work.

## PURPOSE

The Tire Repair Worker I is responsible for inspecting, repairing, and replacing tires, tire tubes and rims as needed on all City of Milwaukee fleet and construction vehicles. Tire Repair Workers are also responsible for changing tires in the shop and in the field in all weather conditions.

## ESSENTIAL FUNCTIONS

- Inspect tires, tire tubes, rims and wheels for damage and determine proper course of action based on inspection results.
- Evaluate tires for repair, recapping, warranty or scrapping and perform necessary action based on the evaluation results.
- Respond to all emergency calls and service request by providing prompt, efficient tire-related road service to City vehicles.
- Assist in maintaining the tire inventory, tools, supplies, service vehicles and security of the Tire Shop facility.
- Complete and maintain Tire Shop paperwork for work requests.

## CONDITIONS OF EMPLOYMENT

## ***Tire Repair Worker I (DPW-Operations-Fleet Services)***

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1. Subject to mandatory call-in for emergency duty during non-standard business hours.

*Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008.*

### **MINIMUM REQUIREMENTS**

1. One year of experience mounting and repairing tires or performing other responsibilities closely related to the essential functions above.
2. Valid Driver's license at the time of appointment and throughout employment.
3. Commercial Driver's License (CDL) without Air Brakes restriction within six months of appointment and throughout employment.

NOTE: Information on how to obtain a CDL can be found at the Wisconsin DMV's website at [www.wisconsin.dmv.gov](http://www.wisconsin.dmv.gov) or by calling (414) 266-1000.

NOTE: By law, persons in these positions are required to pass pre-employment drug test and are subject to random drug and alcohol testing during the course of employment. Candidates must sign a release authorizing the City to receive the results of any drug and alcohol tests conducted by previous employers during the past two years if those tests were required by the U.S. Department of Transportation.

### **DESIRABLE QUALIFICATIONS**

- Certification in Tire Repair by the Tire Industry Association (TIA).

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

- 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
- Knowledge of tire evaluation
- Knowledge of safe work practice in a shop environment
- Knowledge of safe work practice in the field including in/around traffic areas
- 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 change tires in the shop and in the field
- Ability to operate job-related equipment
- Ability to safely and properly brand tires

## ***Tire Repair Worker I (DPW-Operations-Fleet Services)***

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- Ability to move or transfer objects weighing over 100 lbs. unassisted

### **CURRENT SALARY**

CURRENT STARTING SALARY (8FN) for City of Milwaukee residents is \$38,350 annually with excellent benefits. The non-resident starting salary is \$37,409 annually with excellent benefits.

### **SELECTION PROCESS**

THE SELECTION PROCESS will be job related and will consist of one or more of the following: education and experience evaluation; written, oral or performance tests; or other assessment methods. The Department of Employee Relations reserves the right to call only the most qualified candidates to oral and performance examinations. Oral examinations may include written exercises. Selection process component weights will be determined by further analysis of the job.

INITIAL FILING DATE - The examination will be held as soon as practical after **October 24, 2016**. 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 examination. Unless otherwise required by law, the City of Milwaukee will not provide alternative test administration. 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: For current information regarding the status of the City of Milwaukee's residency requirement, please visit the Department of Employee Relations' Website: <http://city.milwaukee.gov/DER>. Please call 414.286.3751 if you have questions regarding your individual circumstances as part of the application and/or selection process.*