

TIRE REPAIR WORKER II

Recruitment #1511-0861DC-001

List Type Transfer/Promotional

Requesting Department DPW-OPS-FLEET SERVICES

Open Date 11/25/2015

Filing Deadline 1/8/2016 11:59:00 PM

HR Analyst Jeff Harvey

INTRODUCTION

ONLY CURRENT CITY OF MILWAUKEE EMPLOYEES WILL BE CONSIDERED

Note: This position will be filled at the level of Tire Repair Worker I (PG 8FN) or Tire Repair Worker II (PG 8GN), depending upon the qualifications of the candidate and the needs of the Department of Public Works.

PURPOSE

Inspect, repair and replace tires, tire tubes and rims as needed. Change tires in the shop and in the field under all weather conditions. Assist the Tire Repair Worker III and Inventory Manager by acting as the liaison between the first and second shifts, including maintenance and security of the tire shop and all shop equipment. Monitor inventory levels in the shop. Make recommendations and report any problems or trends related to the condition and safety of the fleet vehicle tires.

ESSENTIAL FUNCTIONS

- Inspecting tires, tire tubes, and rims for damage.
- Respond to all emergency calls and service requests.
- Providing tire-related road service to city vehicles.
- Maintain security of the tire shop facility, inventory, tools, supplies and service vehicles.
- Mounting and dismounting tires.
- Repairing tires and tire tubes.
- Selecting tire matches for proper rims.
- Evaluating tires for repair, recapping, warranty or scrapping.
- Inflating tires.
- Balancing tires.
- Branding tires.
- Complete and maintain Tire Shop paperwork for work requests and completed work.
- Snow operations including road salting operations and snow emergency plowing.

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.

CONDITIONS OF EMPLOYMENT

- Willing to work outdoors in all types of weather conditions, at all hours.
- Emergency repair assignments require working for extended hours beyond the normal work shift and for after-hour call-ins.
- Must be available to cover ice control and plowing tire repair duty.

MINIMUM REQUIREMENTS

Tire Repair Worker I –

1. Current status as a regularly appointed employee of the City of Milwaukee, having passed the probationary period for the current position held at time of appointment.
2. One year of experience mounting and repairing tires or performing other responsibilities closely related to the essential functions above.
3. Commercial Driver's License (CDL) without Air Brakes restriction within six months of appointment.
4. Valid Wisconsin driver's license at time of appointment and throughout employment.

Tire Repair Worker II –

1. Current status as a regularly appointed employee of the City of Milwaukee, having passed the probationary period for the current position held at time of appointment.
2. Two years of experience mounting and repairing tires or performing other responsibilities closely related to the essential functions above.
3. Commercial Driver's License (CDL) without Air Brakes restriction within six months of appointment.
4. Valid Wisconsin driver's license at time of appointment and throughout employment.

KNOWLEDGES, SKILLS, ABILITIES & OTHER CHARACTERISTICS

- Knowledge of tire evaluation methods and standards.
- 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 operate electric tire vulcanizer.
- 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.
- Ability to move or transfer objects weighing over 50 lbs. unassisted.

CURRENT SALARY

Tire Repair Worker I – The current starting salary (PG 8FN) for City of Milwaukee residents is \$38,350 annually, and the non-resident starting salary is \$37,409.

Tire Repair Worker II – The current starting salary (PG 8GN) for City of Milwaukee residents is \$40,160 annually, and the non-resident starting salary is \$39,175.

SELECTION PROCESS

The selection process will be job related and will consist of one or more of the following: an evaluation of related education, experience and accomplishments, written tests, interview, or other assessment methods. The Department of Employee Relations and the Department of

Public Works reserve the right to call only the most qualified candidates to oral, performance tests or personal interviews. Information from the selection process will be used to make a hiring decision. Selected candidates will be transferred and/or promoted to the position.

- *NOTE: Transfer/Promotional Opportunities and Promotional Examinations are not open to Milwaukee Public Schools employees or to the public. Only current non-probationary City of Milwaukee employees and civilian personnel in MFD and MPD hired through a City Service Commission process will be considered. Individuals with exempt, provisional, temporary or emergency appointments are not eligible for transfer/promotional opportunities.*
- *NOTE: The City's residency requirement set forth in City Charter 5-02 is under litigation. Even though the City is legally able to enforce the current residency requirements based on a recent Wisconsin Court of Appeals decision, the City has agreed to continue to suspend enforcement of the residency ordinance until the Wisconsin Supreme Court issues a final decision. If the Wisconsin Supreme Court affirms the Court of Appeals decision, the City intends to fully enforce the residency requirement for all employees. Consequently, employees who disregard the requirements of the ordinance do so at their own risk. Applicants for City of Milwaukee positions should understand the City's commitment to its residency requirement. During this period of uncertainty it is important to take that into account when submitting an application and more importantly when deciding to accept an employment offer. Please contact (414) 286-3751 if you have questions regarding your individual circumstances as part of the application and/or selection process.*