

TIRE REPAIR WORKER I

Recruitment #1901-0860DC-001

List Type	Original
Requesting Department	DPW-OPS-FLEET SERVICES
Open Date	1/4/2019 4:00:00 PM
Filing Deadline	1/28/2019 11:59:00 PM
HR Analyst	Nola Nelson

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

PURPOSE

The Tire Repair Worker I is responsible for inspecting, repairing, and replacing tires, tire tubes and rims on all City of Milwaukee fleet and construction vehicles.

ESSENTIAL FUNCTIONS

- Inspect wheels, rims, tires, and tire tubes 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

1. Tire Repair Workers must be available for emergency call-in work during non-standard business hours including evenings, weekends, and holidays and for emergencies such as snow and ice control operations and other situations requiring the deployment of city equipment.
2. Must be able to perform physical activities in the work environment that requires agility including ascending or descending ladders and stairs; walking and standing, crawling, crouching, stooping, kneeling, reaching, balancing, pushing and pulling.
3. Must be able to perform very heavy physical labor, moving various pieces of equipment up to 100 lbs. unassisted; transferring objects weighing 50 lbs. frequently.
4. Must be able to withstand prolonged exposure to variable and extreme weather conditions including rain, wind, excessive heat, intense cold and snow.
5. Must wear and utilize personal protective equipment (PPE) standard to tire repair, including the use of common and specialized safety equipment (i.e. shoes, gloves, glasses, hearing protection, safety vest, and reflective clothing), as required.

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 regarding how to obtain a CDL can be found at the Wisconsin DMV's website at 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 procedures.
- Knowledge of safe work practice in a shop environment, including the ability to use hand tools in a safe manner.
- Knowledge of safe work practices in the field environment, 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, such as wheel balancer machine, tire changing machine, tire spreader, tire inflation safety cage, impact wrench, floor jack, tire bar, bead seater, hydraulic air jack, air chuck and inflator machine.
- Ability to safely and properly brand tires.
- Ability to safely operate and drive all department vehicles and heavy equipment, such as passenger car, light truck, heavy truck, and forklift.
- Interpersonal skills to be able to positively interact with all levels of the organization and the public.
- Ability to work cooperatively and fairly with people whose backgrounds may differ from one's own.

CURRENT SALARY

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

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
- Comprehensive Wellness Program
- Onsite Clinic Services
- Onsite Employee Assistance Program
- Alternative Work Schedules
- Long Term Disability Insurance
- Group Life Insurance
- Tuition Benefits
- Paid Vacation
- 11 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 <http://city.milwaukee.gov/Benefits2019>.

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 **Monday, January 28, 2019**. 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.

ADDITIONAL INFORMATION

APPLICATIONS and further information may be accessed by visiting www.jobaps.com/MIL

- Applications and transcripts should be submitted no later than the deadline listed above.
- If you would like assistance completing an application, please contact the Department of Employee Relations at (414) 286-3751 or staffinginfo@milwaukee.gov.

- The Department of Employee Relations is located in City Hall, 200 E Wells St, Room 706, Milwaukee, WI 53202.

CONCLUSION

EEO 805

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