

THE CONRADS COMPANIES
Job Description

Job Title: Tire and Alignment Technician
Salary Level:
Business Unit: Conrad's Tire Service, Inc.
Department: Service
Location: Assigned Location
Approved By:
Approved Date:
Reports To: Service Manager

CONTRIBUTION

Performs all phases of auto and light truck tire including: mounting, balancing, flat repair, rotation, tube installation, lube and oil filter procedures, diagnostics of tire wear and vibration by accurately utilizing the tire guide and using all techniques in the Radial Tire Service Manual.

Performs tire related inventory functions including knowledge of tire lines, tire procedures, tire stock inquiries, and shipping and receiving procedures.

Performs basic remove and replacement functions including: battery and basic filter installations, wiper blade, headlamps and small bulb replacement.

Performs visual inspections including: under hood, under car and wheel off.

Operates the following equipment acceptably and safely: tire machine, balancer, lube equipment, flat repair equipment, lifts, impact fun, torque wrench, tread depth gauge, grinder/wire wheel, micrometer, radial run out gauge, break lathe, power flush machine, torches, alignments rack, strut machine, ball joint press, P/S Pump Pulley Pullers, power brake bleeder, seal drivers, spring compressor, and all equipment necessary to perform Tire & Alignment Technician role.

Performs facility maintenance by following proper opening and closing procedures, housecleaning, and performing other general maintenance duties.

The company will provide ½" Air Impact Gun, flip sockets (standard & metric), valve stem puller, hubcap hammer, air gauge, tread depth gauge, safety glasses, torque wrench, flat repair tools, wheel lock removal kit and wheel weight hammer/puller.

The employee will need to have a screw driver set (standard & Phillips), vise grips, pliers (standard & needle nose), pair channel locks, basic socket set (standard & metric) ¼" driver and basic tool box to hold all of the above.

Performs intermediate remove and replacement functions including: installations of exhausts, shocks, radiators, struts, water pumps, manual rack and pinion units, power brakes, front bearings, ball joints and inner tie rod sockets, power steering pumps, all front and rear wheel bearings, adjust steering linkages, brake hydraulics, and rear disc calipers.

Performs alignments and power flushes cooling systems by effectively utilizing applicable equipment.

Performs basic diagnostics including, but not limited to, recognizing noise or vibration problems after road testing.

Observes and follows all necessary safety regulations when operating machinery, equipment and tools.

Purchases and maintains the tools necessary to perform the various duties of the job.

Any other duties either necessary for customer service or perceived by or assigned to the job.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform and enjoy each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Minimum **training** required: Basic Services
 Starting and Charging Systems

Automotive and/or tire knowledge and skills.

Automotive maintenance, remove and replacement knowledge and skills.

Basic automotive diagnostic skills.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

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

While performing the duties of this job, the employee is regularly required to work standing up, walk, use hands and fingers to operate tools and equipment, and speak and listen, both over the phone and in person to customer and fellow employees, in order to perform the above listed duties.

The employee frequently is required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee is occasionally required to work in a seated position, climb or balance, and taste or smell.

The employee must regularly lift and/or move up to 50 pounds, frequently lift and/or move up to 100 pounds, and occasionally lift and/or move more than 100 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee regularly works between 45-50 hours per week.

The employee regularly works Saturdays and occasionally works evenings.

Travel between locations is occasionally required.

While performing the duties of this job, the employee is regularly exposed to moving mechanical parts, fumes or airborne particles, and toxic or caustic chemicals. The employee is frequently exposed to risk of electrical shock and vibration. The employee is occasionally exposed to wet and/or humid conditions, outside weather conditions, and explosives.

Fast-paced working environment.

The noise level in the work environment is usually loud.

MISCELLANEOUS The employee is required to have an acceptable driving record, in line with the stated Company Policy, and they must have a valid driver's license in the state in which they are employed with the Conrad Companies.

The employee must comply with all aspects of Conrad's Drug Free Workplace Policy.