



# Tire Technician 1

## Job summary

The [Tire Technician](https://100hires.com/tire-technician-job-description.html) is responsible for maintaining the tires of the vehicle fleet. This position routinely requires moderate to extreme physical exertion and may require prolonged standing, bending, kneeling, and squatting. The [Tire Technician](https://100hires.com/tire-technician-job-description.html) is exposed to extreme weather conditions and the shop environment, as well as traffic during road calls. The hours and physical demand may vary by location.

## Responsibilities

- safely maintains tires of fleet vehicles in compliance with all local, state, and federal regulations and company policies.
- Inspects fleet vehicle tires, wheels, and related components per company maintenance schedules.
- Identifies and replaces work tires, wheels, and related components.
- Mounts and dismounts tires.
- Performs tire-related roadside replacement.
- Maintains and secures tire inventory and tire equipment to ensure safe working order.
- Performs routine housekeeping duties related to tire inventory, tools, shop, and work areas.
- Professional interaction with internal and external customers.
- May assist in other areas of the vehicle maintenance shop as needed.
- Maintains accurate records (time, repair orders, and parts usage) on the computer.
- Performs other duties as assigned.

## Requirements

- Ability to perform physical requirements of the job (prolonged physical exertions, including standing, lifting, pushing, pulling, squatting, bending, kneeling, and climbing).
- Good mechanical aptitude with basic knowledge of tire repair and replacement.
- Six months or more related experience. Current TIA certification preferred or willingness and ability to obtain from internal training during employment.
- Tire service experience with heavy tandem-axle vehicle wheels and tires preferred.
- General knowledge of components of truck wheels and tires.
- Ability to move, stack, and store wheels, tires, and other heavy components alone or with the aid of equipment.
- Must be able to use torque and impact wrenches.
- Ability to work overtime, weekends, and/or holidays.
- Ability to work in all weather conditions.
- Good written and verbal communication skills to be able to communicate effectively and professionally with internal and



external customers.

Must possess the necessary tools to perform assigned tasks.

Familiarity with using a computer.

Additional skills may be required to perform additional task(s) specific to the work location, department, or line of business.

Legally eligible to work in the United States.

Must be at least 18 years of age.

Must have at least a valid driver's license, CDL preferred.

A valid DOT medical card or ability to obtain before hire preferred.

Must successfully complete pre-employment testing.

Must be able to read and speak the English language well enough to communicate, understand, and respond to questions, directions, traffic signs, signals, and safety training.

## Tire Technician 2

### Job summary

The [Tire Technician](https://100hires.com/tire-technician-job-description.html) provides general skilled maintenance and repair of vehicles and/or equipment. Work may include: providing maintenance and repair and/or preparing work orders for external services; reviewing and verifying repairs and billing information; communicating and coordinating service work with vendors; maintaining service documentation, reports, and records; and/or providing customer service and responding to inquiries and requests.

### Responsibilities

Identifies repair needs and performs skilled maintenance and repair of vehicles and equipment, and/or prepares related work orders for external repairs and service.

Work may include performing light external automotive repair, bodywork and repair, and glass/window repair.

Reviews repair work and applicable billing information; identifies repair issues or inconsistent billing/work order documentation; resolves issues; places appropriate identifying information on vehicles and equipment; reviews and closes out work orders.

Gathers vendor information related to external repairs; determines vendors and initiates work orders; may deliver vehicles or equipment to vendors for repair work.

Performs shop office support which may include: receiving calls and responding to inquiries; providing customer service; performing data entry; dispatching service; preparing reports; organizing and maintaining records, files, correspondence, parts, and/or equipment.

Performs other duties of a similar nature and level as assigned.

### Requirements



High School Diploma or GED and three years of automotive parts experience.

An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above, unless otherwise subject to any other requirements outlined in law or regulation.

Valid Class C Driver's License with a satisfactory driving record.

## Tire Technician 3

### Job summary

The [Tire Technician](https://100hires.com/tire-technician-job-description.html) is responsible for tire maintenance, repair, service, and inventory management.

### Responsibilities

Perform all necessary tire repairs, dismounts, and mounts of all tires at shop locations & field service calls.

Check in, code, and tag all tire inventory.

Help monitor tire inventory.

Maintain and secure the shop, as well as keep it neat and clean.

Maintain all tire department equipment in safe working order and report all problems and breakage to management.

Assist mechanics with equipment set-up and other related department duties

Enter work orders into the shop tracking system, TMT

Perform other tasks as assigned, including but not limited to, delivering trucks to and from other branch locations and picking up parts

### Requirements

TIA Certification preferred

Must be willing to follow all safety procedures and work safely.

Must be able to work in a results-oriented, fast-paced environment as part of a team.

Must be a self-starter and willing to take the initiative.

Must possess a mechanical aptitude.

High School Diploma or GED preferred.

At least 3 months of relevant commercial truck service experience is preferred.

Must be willing to work scheduled shifts and overtime as needed

## Tire Technician 4

### Job summary

The [Tire Technician](https://100hires.com/tire-technician-job-description.html) performs service and



installation activities associated with store products and services in an accurate and timely manner.

## Responsibilities

Consistently and courteously greet and thank each customer and provide fast and friendly customer service

Promote sales by explaining the benefits of service and products to customers

Maintain a clean environment, using company guidelines

Know and adhere to company policies and procedures

Utilize and perform all duties on the company checklists to meet consistent adherence to policies, procedures, and expectations

Adhere to all local, state, and federal regulations concerning all facets of job responsibilities and duties, and store operations

Follow posted work schedule and adhere to proper clocking procedures to accurately reflect hours worked

Maintain timely and professional communication with management, employees, vendors, and customers

Keep the supervisor informed of any maintenance problems and/or any issues that need attention

Perform all necessary sales duties per company policy and procedure; including, but not limited to proper pricing, knowledge, and implementation of promotions and sales, suggestive selling, proper vendor check in, stocking merchandise

Assist in the proper training of new employees as needed

Safely operate customer vehicles with automatic and manual transmissions

Drain oil and change oil filter; lubricate vehicles; install, rotate and balance tires and properly torque wheels; check and fill various fluids; check and replace various filters and lights

Unload transport trucks and warehouse tires and inspect disposed of tires for adjustment and good used tires and dispose of other tires to the proper area

Clean facilities, tools and equipment; and stock shelves

Complete all required training promptly

Maintain a good working relationship with all employees

Maintain a clean and organized work area

Other duties as assigned

## Requirements

18 years of age or older

Availability to work holidays, weekends, and after regular business hours as needed

Reliable transportation to work

Ability to learn new concepts and use technical materials

Ability to consistently operate a computer and other office productivity machinery

Capability to safely operate automatic and manual transmission vehicles



Ability to exchange accurate information with customers

Willingness to work with hazardous materials

Ability to consistently work in outdoor weather conditions

Willingness to comply with Personal Protection Equipment (PPE) regulations

Vision, hearing, speech, and the ability to detect odors are essential

Ability to remain in a stationary position (standing and/or driving) for up to nine hours per shift

Ability to move and position self to move and retrieve products and supplies from shelves, under counters, or stacks of inventory weighing 75 pounds

Ability to meet company requirements including successful pre-employment drug screening, Motor Vehicle Report (MVR), and criminal background check

Legal authorization to work in the United States of America

High school diploma or GED equivalent

Strong verbal communication skills

Valid driver's license

Readiness to work both independently and in a team environment

Capability to work at a fast pace

Sales abilities

Enthusiastic personality

Stamina

## Tire Technician 5

### Job summary

If you are a friendly and skilled [Tire Technician](https://100hires.com/tire-technician-job-description.html) who is seeking career satisfaction with a growing and financially stable company, join the team. This position reports to the Corporate [Parts Manager](https://100hires.com/parts-manager-job-description.html) and your primary job is providing product assistance as well as taking their orders, identifying their concerns, and helping solve problems.

### Responsibilities

Operating mobile tire truck

Dismounting and mounting tires of different types – cushion warehouse forklift tires, pneumatic air tires, and solid pneumatic tire

Shipping and receiving of parts

Stocking and pulling parts

Maintain inventory levels for warehouse and mobile tire trucks.

Clean and maintain service equipment and warehouse

Pickup and delivery of parts when required



Other duties as required by Corporate Parts Manager

## Requirements

Computer skills or ability to learn

Excellent driving record

Ability to organize

Confidentiality

Ability to operate a forklift in a safe manner

Must be able to meet the physical requirements of the position

Must have adequate hearing, smell, eyesight, balance, and coordination

Regular and prompt attendance required

Must be willing to perform service calls on nights or weekends as needed

May require out of town or overnight stay

## Tire Technician 6

### Job summary

We have an immediate opening for a Tire Technician. You will be responsible for inspecting tires on client vehicles, making tire repairs, and installing new tires and wheels when necessary. Other job duties include performing tire rotations, balancing, and other maintenance. You need to follow all safety protocols at all times when working in the shop. We pride ourselves in providing excellent customer service, so you must be friendly, attentive, and responsive to our customers and ensure they get the tires that work best for their vehicles.

### Responsibilities

Inspect tires on vehicles before and after installation

Perform tire rotations, balancing, and other maintenance tasks

Follow all safety protocols while working in the shop

Provide excellent customer service

### Requirements

High school diploma or equivalent

Some professional experience removing and installing tires preferred

Team player

Attention to detail

Customer service oriented



# Tire Technician 7

## Job summary

We seek a [Tire Technician](https://100hires.com/tire-technician-job-description.html) to join our team. Previous experience is preferred, however, we will train someone motivated to learn.

## Responsibilities

Raise vehicles using hydraulic jacks.

Unbolt/remove wheels from vehicles using lug wrenches or other hand/power tools.

Remount wheels onto vehicles; reassemble tires onto wheels.

Place wheels on balancing machines to determine counterweights required to balance wheels; hammer required counterweights onto rims of wheels.

Identify tire size and ply; inflate tires accordingly.

Replace valve stems and remove puncturing objects.

Locate punctures in tubeless tires by visual inspection or by immersing inflated tires in water baths and observing air bubbles.

Seal punctures in tubeless tires by inserting adhesive material and expanding rubber plugs into punctures, using hand tools.

Inspect tire casings for defects such as holes or tears.

Separate tubed tires from wheels using rubber mallets, metal bars, or mechanical tire changers.

Glue tire patches over ruptures in tire casings, using rubber cement.

Buff defective areas of inner tubes, using scrapers.

Inflate inner tubes and immerse them in water to locate leaks.

Prepare rims and wheel drums for reassembly by scraping, grinding, or sandblasting.

Assist mechanics; perform various mechanical duties (change oil, check/replace batteries).

Rotate tires to different positions on vehicles using hand tools.

Clean and tidy up the shop.

Clean sides of whitewall tires.

## Requirements

Previous work experience repairing, replacing, mounting, and rotating vehicle tires, is desired, however, we will train an entry-level technician who demonstrates a passion for our business and the work we do.

Mechanics experience, a bonus.

Ability to use shop computers necessary for diagnostics.

Excellent verbal communication skills with attention to detail and pride in your work.



Ability to work under time constraints to ensure deadlines are met.

Valid driver's license required.

## Tire Technician 8

### Job summary

The [Tire Technician](https://100hires.com/tire-technician-job-description.html) is primarily responsible for all aspects of tire service and repair on commercial vehicles in-house and on the road. This position also performs basic routine vehicle services and repairs on trucks and other vehicles at the tire center.

### Responsibilities

Respond to fleet service calls promptly utilizing a company vehicle

Deliver tires to customers as required by the direct supervisor

Inspect tires to identify tire repair and maintenance required; effectively and efficiently complete the repair by Monro standards of operation

Perform basic routine vehicle services – perform lubrication, oil changes, basic maintenance (e.g.: bulb, wiper blade, and filter replacements, etc.), battery testing, and installations

Maintain standards of cleanliness, orderliness, and appearance of the tire center

Receive, unload, and stock tires and related products

Adhere to all company and regulatory safety procedures and guidelines, including the use of protective safety equipment

Perform other duties as assigned and required by direct supervisor

### Requirements

High School Diploma or equivalent and a minimum of three months of technician or tire-related experience, or the equivalent combination of education and experience

Ability to work in a fast-paced environment, and produce quality work

Ability to work both independently with minimal supervision, and effectively as part of a team

Ability to learn new processes

Ability to interpret and execute instructions furnished in written, oral, and diagram formats

Ability to take initiative in identifying problems, collecting data, and establishing facts to produce practical decisions and solutions

Strong verbal and written communication skills with the ability to convey technical issues and write routine reports

Strong customer service skills

## Tire Technician 9





## Job summary

The [Tire Technician](https://100hires.com/tire-technician-job-description.html) is responsible for tire installation, repairs, and maintenance. They demonstrate a positive attitude while working with the team to get the customer back on the road fast and affordably. This position provides you the opportunity to build a promising career in the tire and automotive service industry.

## Responsibilities

Conduct tire maintenance including repairs, mounting, and rotations

Clean hubs and wheels for corrosion

Maintains an organized and safe work environment

Other duties as assigned by manager

## Requirements

18 years old

A valid driver's license is required for this position

High school diploma or GED is helpful

Ability to lift an object weighing up to 75 pounds

Varying work hours, Mon-Sat, some overtime may be required

Workshop environment, with heavy physical requirements and long periods of standing

## Tire Technician 10

### Job summary

We are looking for a Tire Technician.

### Responsibilities

Diagnose malfunctions on equipment and perform repairs

Operate equipment to change, mount, and dismount all types of tires, including "split rim" wheels

Operate the following mobile equipment: loaders, forklifts, trucks, material handlers, fuel service trucks, and other various equipment in the plant

Use computers to issue parts and update comments on work orders/task lists including diagnostic programs for engines and hydraulic systems, OEM, and brake systems

Perform all facets of the repair safely while utilizing hand tools, power tools, and precision tools at different heights or adverse conditions



## Requirements

Minimum 2 years Commercial Tire experience with basic knowledge of Tire D.O.T information preferred

Ability to inspect the vehicle(s) for any safety or operational defects using DOT, maintenance, and safety checklists and ensuring emergency equipment is in proper working order

Must be able to provide own tools

Must be able to perform minor repairs and routine tasks efficiently, correctly, and safely

Ability to work as a team player in a fast-paced environment, with excellent strong work ethic, attention to detail, and organizational skills

Ability to work with exposure to extreme temperatures, chemicals, dust fumes and mists, uneven surfaces, loud noise, elevated work areas, and confined spaces

Ability to stand for the duration of shift; frequent physical activity such as walking, climbing stairs, or reaching to work with equipment throughout the entire shift

Must be able to work a 12-hour shift, which includes overtime, weekends, and holidays

Push and pull up to 90 lbs and carry 50 lbs

Basic computer skills

Strong communication skills required. Must read, speak, and understand the English language in verbal and written communication.

High School Diploma or GED required