

Summary of Duties: Assigns, reviews and evaluates the work of Tire Repairers and other City employees engaged in the inspection and repair of transportation and construction equipment tires; may oversee outside contractors; applies supervisory principles and techniques in building and maintaining an effective work force; fulfills affirmative action responsibilities; and does related work.

Distinguishing Features: A Tire Repair Supervisor is responsible for keeping transportation and construction equipment supplied with safe and serviceable tires and tubes at the lowest possible cost. An employee of this class receives minimal supervision and is evaluated in terms of results obtained.

Incumbents in the class of Tire Repair Supervisor, as bona fide supervisors, are distinguished from lead workers in that they are responsible for the performance of the full range of supervisory activities including: application of discipline, processing and resolution of grievances, evaluation of performance and approval of time off requests.

Example of Duties: Supervises or assists in the supervision of a group of employees engaged in a program of tire repair and inspection; plans and sets up methods and procedures for tire repairing equipment; or assists in performing this work; inspects completed work; enforces safety rules; maintains shop equipment and supplies; keeps records of tire stock on hand and makes recommendations for keeping stock at the proper level; negotiates with tire and rubber company representatives and outside repair organizations regarding adjustments on defective tires, materials and material prices, and tire quality; or assists in such negotiation; instructs and monitors tire repair trainees as part of their formal apprenticeship; may oversee the work of outside contractors engaged in tire repair work; maintains or supervises the maintenance of files containing tire data such as serial number, size, make, department number, and method of disposal; maintains files of data on transportation and construction equipment such as sizes of wheels and tires; keeps records of tire mileage obtained from various brands of tires and under various conditions; tests or supervises the testing of new products and various manufacturers to determine which is most serviceable; analyzes vehicle equipment from the standpoint of tire requirements; makes scheduled field surveys and inspection; makes necessary recommendations for prevention of misuse of tires; prepares monthly activity reports and reports on tire abuses; keeps routine time and work records; may perform the more difficult tire repair work on an as needed, instructional or emergency basis; communicates equal employment/affirmative action information to employees; applies job-related criteria in selecting, orienting, assigning, training, counseling, evaluating, and disciplining subordinates; assists employees in preparing for promotion as described in the City's Affirmative Action Program; and may be occasionally assigned to other duties for training purposes or to meet technological changes or

emergencies.

Qualifications A good knowledge of the various sizes, capacities, types and structures of tires and tubes used on transportation and construction equipment; a good knowledge of tire repair and recapping methods; a good knowledge of the safety principles and practices and hazards involved in working on shop and field tire repairs, mounting, dismounting and recapping; a good knowledge of the various sizes, types, and structures of wheels and rims and their proper use on various types and sizes of equipment; a good knowledge of supervisory principles and practices including: planning, delegating and controlling the work of subordinates; a good knowledge of techniques of training, instructing and evaluating subordinate work performance; a good knowledge of techniques for counseling, disciplining, and motivating subordinate personnel; a good knowledge of the procedures for grievance handling; a good knowledge of supervisory responsibility for EEO/AA as set forth in the City's Affirmative Action Program; good knowledge of effective safety principles and practices; a working knowledge of memoranda of understanding as they apply to subordinate personnel; a general knowledge of City personnel rules, policies and procedures;

The ability to use tools and equipment employed in all phases of tire and rubber goods repair; the ability to diagnose tire defects and to determine the disposition to be made of tires; the ability to keep routine records and make accurate reports related to tire repair work; the ability to determine the most economical method of repair under varying circumstances of tire failure; the ability to deal tactfully and effectively with subordinates, other department personnel, and tire manufacturers' representatives; the ability to instruct and train new employees; the ability to lay out, assign, direct, and inspect the work of a group of employees engaged in issuing, servicing, maintaining, and repairing transportation and construction equipment tires, tubes, wheels, and rims; and the ability to plan and develop a program of preventive maintenance for tires and tubes; the ability to establish and maintain a work environment to enhance both employee morale and productivity; the ability to apply supervisory principles and techniques; the ability to fulfill supervisory affirmative action responsibilities as indicated in the City's Affirmative Action Program.

Two years of journey level experience in tire repair work is required for Tire Repair Supervisor.

License: A valid California Driver's license and good driving record are required.

Physical Requirements: Strength to perform average lifting up to 70 pounds and occasionally over 70 pounds; arm, hand, and finger dexterity, (with at least one hand) involved in activities such as reaching, handling, and feeling, and good eyesight.

Persons with medical limitations may, with reasonable accommodations, be capable of performing the duties of some of the positions in this class. Such determination must be made on an individual basis in light of the person's limitations, the requirements of the position, and the appointing authority's ability to effect reasonable accommodations to the person's limitations.

As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what all of the duties and responsibilities of any position shall be.