

	Tire man Job Description		Document Number: JD-SS-04.06
	Department: Fleet Management	Effective Date: July 03, 2017	Revision No 0

I Reason for Existence

The Tire man is responsible in the repair and replacement of all types of tires from light vehicles to heavy equipment.

II Duties and Responsibilities

1. Dismount, repair/replace, mount and balance all sizes of tubes and tires; operates jacks miscellaneous hand tools.
2. Maintain stocks and order tires for all vehicles in the fleet
3. Match tires for proper height/size
4. Perform lubrication of vehicles; checks/changes/records fluid levels;
5. Break down old tires and put new tires on rims
6. Learn and maintain all general housekeeping and ensure daily performance
7. Perform any other function as assigned by his/her immediate leader.

III Minimum Qualifications

1. Must be high school graduate with at least two year experience in auto servicing
2. Must be able to troubleshoot, capable of problem-solving
3. Must be able to work quickly to perform emergency road repairs and work within time constraints
4. Attention to detail

DDC: This Document is already Approved and Posted on Intranet.

Please refer to printed files for signatures of approvers.

Any printed and saved copy of this document is considered uncontrolled