



City of Phoenix TIRE PROGRAM SUPERVISOR

JOB CODE 73280

Effective Date: 12/92

DISTINGUISHING FEATURES OF THE CLASS:

The fundamental reason this classification exists is to manage the City's tire replacement program which will extend tire life through the recapping process. Supervision is exercised over Equipment Services Workers and Helpers. Work includes assigning and reviewing the changing, repairing, and balancing of automotive, truck, and off-road construction tires in the Equipment Management shop and field operations. This employee establishes and maintains a perpetual inventory records system to track tire maintenance and repair. The Tire Supervisor is also involved in drafting proposals to secure bids from new tire and recap tire dealers who wish to perform services for the City. General supervision is received from the Equipment Maintenance Superintendent with work reviewed through reports, discussions, and observation of the results obtained.

ESSENTIAL FUNCTIONS:

- Supervises, Equipment Service Workers and Helpers responsible for tire maintenance and repair;
- Establishes standardized policies and procedures pertaining to tire repair and maintenance;
- Drafts proposals and secures bids from new and recap tire service vendors;
- Maintains tire maintenance and repair records;
- Road tests vehicles to determine quality of new tire and recapped products;
- Develops and monitors tire parts and recap program budgets;
- Conducts oral and written presentations;
- Maintains regular and reliable attendance.
- Demonstrates superior seamless customer service, integrity, and commitment to innovation, efficiency, and fiscally responsible activity.

Required Knowledge, Skills and Abilities:

Knowledge of:

- Proper use, maintenance and failure of automotive, truck and off-road equipment tires.
- Methods, materials, and equipment relating to management of tire operations.
- Fleet maintenance operations.



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- Cost accounting principles and their relationship to program budgeting.

Ability to:

- Supervise and train a staff involved in tire operations.
- Develop a new and recap tire program including establishing standard policies and procedures relating to tire repair and replacement.
- Deal effectively with vendors.
- Maintain accurate records.
- Communicate orally and in writing.
- Work cooperatively with others.
- Work safely without presenting a direct threat to self or others.

Additional Requirements:

- Some positions require the use of personal or City vehicles on City business. Individuals must be physically capable of operating the vehicles safely, possess a valid driver's license and have an acceptable driving record. Additionally, some positions will require individuals to pass an Arizona Department of Transportation physical exam and possess the appropriate commercial driver's license. Use of a personal vehicle for City business will be prohibited if the employee is not authorized to drive a City vehicle or if the employee does not have personal insurance coverage.
- Some positions will require the performance of other essential and marginal functions depending upon work assignment, location, and shift.

ACCEPTABLE EXPERIENCE AND TRAINING:

Three (3) years of progressively responsible experience in managing new and recap/retread tire operations including experience supervising a staff involved in tire operations. Other combinations of experience and education that meet the minimum requirements may be substituted.