



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **TIRE REPAIR SPECIALIST I**
Grade: 05

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Performs entry-level work.

Employee will repair flat tires and shall assist mechanics, pick up supplies, and perform minor repairs on vehicle/equipment (as instructed by mechanics.) Employee shall be dispatched to all covered areas of the Precinct for repairs as needed.

EXAMPLES OF WORK PERFORMED

Will be required to repair and/or replace tires as needed

May assist with repairs and performs preventative maintenance on all Precinct vehicles/equipment

Will be required to order and stock all pertinent supplies and parts as needed for tire repairs

Must keep detailed daily log

Must keep tire inventory

Maintains shop area clean on daily basis

Regular attendance is a must

Ability to work well with other

Must be able to follow instruction from a Supervisor

If no tire work is available, you will be expected to help with other duties as assigned

EDUCATION AND EXPERIENCE

Graduation from a high school

Two (2) continuous years' experience repairing tires

One (1) year of related experience may be substituted for one (1) year of education

CERTIFICATES, LICENSES AND REGISTRATION

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

KNOWLEDGE, SKILLS AND ABILITIES

Must have basic knowledge of hand tools associated with manual labor and the minor repair of the equipment and vehicles

Ability to read and interpret documents such as safety rules, maintenance instructions and procedure manuals

Bilingual (Spanish and English) with the ability to converse fluently in both languages preferred

Ability to solve simple and common sense problems and interpret simple instructions furnished in written, oral, diagram or schedule form

Ability to understand, follow and give oral and written instructions

Weekend & extended hours as needed, shall work a minimum of one weekend and/or holiday approximately every three (3) months.

Employee may be assigned other duties in addition to those listed

Duties may change according to the changing needs of the County

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.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand. The employee is occasionally required to walk; sit; use hands to find, handle, or feel objects, tools or controls; reach with hands and arms; climb or balance; stoop and kneel.

The employee must occasionally lift and/or move over twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations