**Job Description**

**Tyre Fitter**

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| **Job Details** |

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| Reporting to: Car Spares Manager |  | Date: 1st December 2013 |

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| Department: Car Spares / Metal Recycling |  | Location: Wokingham  |

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| Responsible for: Tyre fitting and selling stock tyres. |

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| **Job Summary** |

Tyre fitters repair damage to tyres and fit and balance tyres to vehicles. When necessary remove tyres sell stock tyres and are on call for emergency issues.

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| **Key Responsibilities** |

**Responsibilities**

* Inspecting a vehicle's tyres and the related components.
* Checking for signs of damage and wear, such as nails, stones and cracks in the rubber.
* Repairing the tyre where possible involving activities such as patching holes or replacing inner tubes.
* Ensuring all company vehicles are re-toque in line with company procedures
* Checking wheel alignment and balancing
* Ensuring road testing is carried out
* During quiet periods remove tyres from scrap vehicles and place into stock
* Any other reasonable task required by the company

**Key Skills**

* An interest in motor vehicles
* Enjoy practical and manual work
* Reasonable level of physical fitness
* Eye for detail
* Good hand-eye coordination
* Good oral and written communication skills
* Excellent customer service skills and telephone manner
* Enthusiastic, efficient, well-motivated and a positive attitude
* Ability to organise and prioritise
* Ability to work as part of a small team

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| **Confirmation** |

Please check that the above details are correct and sign below to confirm. Thank You.

**Job Holder:**

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| Name:  |  | Date:  |

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| Signature:  |

**Manager:**

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| Name:  |  | Date:  |

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| Signature:  |