**Job Description**

**Tyre Fitter**

|  |
| --- |
| **Job Details** |

|  |  |  |
| --- | --- | --- |
| Reporting to: Car Spares Manager |  | Date: 1st February 2018  |

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

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

|  |
| --- |
| **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.

|  |
| --- |
| **Key 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

|  |
| --- |
| **Health and Safety** |

* To ensure that all personnel, equipment and practices comply with Health and Safety requirements
* To liaise with safety representatives and the Health and Safety department to ensure that Health and Safety initiatives are implemented
* To follow all risk assessments and method statements
* Report all accidents, incidents, and near misses
* To ensure compliance with the full company health and safety policy

|  |
| --- |
| **Working Environment** |

* To maintain all areas to the highest standards of housekeeping at all times
* To monitor, report and progress all damage to the fabric of the plant and equipment
* To ensure that the equipment is operable and maintained according to the Preventative Maintenance Schedule
* Undertake pre-checks as required for all work equipment
* Deal with any spilt material and product in accordance with spill procedures.

|  |
| --- |
| **Compliance** |

* To follow all quality, safety and environmental policies
* To ensure compliance to all objectives for continuous improvement
* To complete any paperwork required, either electronically or in paper format and return it to the office.
* To follow written and verbal instructions given; including any written procedures and processes as relevant to your area of operation.
* To attend any training required, and read any information and newsletters issued to you.

|  |
| --- |
| **Confirmation** |

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

**Job Holder:**

|  |  |  |
| --- | --- | --- |
| Name:  |  | Date:  |

|  |
| --- |
| Signature:  |

**Manager:**

|  |  |  |
| --- | --- | --- |
| Name:  |  | Date:  |

|  |
| --- |
| Signature:  |