**Job Description**

**Tyre Manager**

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| **Job Details** |

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

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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** |

The Tyre Manger ensures on a daily basis that all the Tyre fitters repair damage to tyres and fit and balance tyres to customer and fleet vehicles. When necessary assist in the removal of tyres sell stock tyres and are on call for emergency issues.

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| **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

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| **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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| **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

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| **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.

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| **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.

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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: |