**Agri Trails Coop**

**Job Description**

**Job Title:** Tire Technician (Woodbine)

**Department:** Location Operations

**FLSA Status:** Non-Exempt

**Reports to:** Location Manager - Woodbine

**Date:** 8/13/24

**Summary**: The Tire Technician is responsible for maintaining, repairing and replacing tires on a variety of vehicles. The position will perform oil changes and other basic vehicle maintenance functions, as well as, support the location’s grain operations as needed. This position is responsible for ensuring high levels of customer satisfaction.

**Essential Duties and Responsibilities**

* Responsible for inspecting, repairing and changing tires.
* Perform tire rotating, balancing and mounting.
* Performs other vehicle maintenance tasks including, but not limited to, oil changes, battery replacement, wipers, etc.
* Cleaning the station, including sweeping and washing floors as needed.
* Maintaining a work area free from clutter and other safety hazards.
* Assists Location Manager in inventory management and product invoicing for the station area.
* Operates cash register and attends to customer needs as needed.
* Assists in grain elevator as needed.
* Maintains professional appearance for customers.
* Ensures safety of employees and customers.
* Communicates clearly and directly with peers and customers. Approachable, relates well to others, engages people, articulates clearly and actively listens.

**Competencies:**

* Job Knowledge
* Communication
* Customer Service

**Work Environment**

The performance of this position will include occasional exposure to dust, loud noise, extreme heat and cold, which may require the use of personal protective equipment. The position is also exposed to moving machinery and other equipment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**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, hear, stand, walk and sit. The employee must be able to work extended hours when required by the seasonal nature of this job. The employee must regularly lift and/or move objects weighing up to 50 pounds and occasionally lift and/or move objects weighing up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

**Position Type / Expected Hours of Work**

This is a part-time position. Hours will be established between 8am and 3pm Monday-Friday.

**Required Education and Experience**

* High School Diploma or equivalent
* 3 months of verifiable work experience

\*\*equivalent combination of education and experience will be considered

**Language Skills**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively with customers or employees of the organization.

**Mathematical Skills**

Ability to add, subtract, multiply, divide and calculate figures. Ability to apply concepts of basic mathematics.

**Reasoning Ability**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**Other Duties**

This job description is not designed to cover or contain a comprehensive list of activities, duties or responsibilities that are required of an employee for this position. Duties, responsibilities and activities may change at any time with or without notice.

Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_

Supervisor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_