

PEERLESS TYRE STORE ESSENTIAL JOB FUNCTIONS

OPERATION:

Every Peerless Tyre store staff consists of a store manager, an assistant manager, and a number of apprentices (manager trainees) determined by the volume of the store. Peerless Tyre Co. does not have separate sales and labor staffs. The manager and assistant manager are actively involved in the changing of tires along with the apprentices. All apprentices are considered "manager trainees" and should possess the ability to learn how to successfully manage a Peerless Tyre store. (One-year minimum experience). The work area contains equipment for servicing tires, which includes tire changers, computerized spin balancers, tire spreaders, torque wrenches, air guns, soap products for lubrication, compressed air, lug wrenches and rubber ended mallets. All locations have concrete work pads outside where tires are removed and installed on vehicles. Tires are lifted to the upper tire racks for storage manually. Store hours are 8:00 a.m. – 6:00 p.m. Monday – Friday and 8:00 a.m. – 3:00 p.m. on Saturday, with frequent overtime requirements.

TYPICAL WORK WEEK:

Apprentice: 44 hours per week with 1 day during the week and Sunday off.

Assistant Manager: 8:00am-6:00pm Mon.-Fri. 8:00am-3:00pm Sat. or as workload requires Sunday off.

Store Manager: As required to effectively open, run, and close the store during scheduled business hours.

JOB FUNCTIONS:

Automobiles, light trucks and recreational vehicles are raised up with either a hydraulic lift or portable floor jacks outside of the store building. Hubcaps are removed, lug nuts loosened, removed and the tires are then removed and rolled or carried into the work area. Each tire is then lifted onto a tire changer. The tire is deflated and unseated from the rim. The new tire is placed on the rim, then seated and inflated. The inflated tire is picked up off the tire machine and rolled to the computerized spin balancer. It is lifted onto the wheel balancer for spin balancing of the tire and the wheel assembly. Weights are added to the rim in a manner identified in the balancing process. The tire is then rolled to the vehicle and replaced on the hub. Torque wrenches are used in the final steps in tightening all the lug nuts after the car is lowered. Since all tyre customer vehicles remain outside of the building, employees are frequently exposed to the elements including sun, heat, rain, snow, and cold. Similar functions are required for repairs, with the added step of the repair process. Also, judgments must be made as to the repairability of the tire.

Cleaning and maintenance of the building, grounds and equipment is a part of the job function.

Loading, unloading, stacking and movement of tires, wheels and supplies are also a part of the job function.

JOB REQUIREMENTS (9 Hour Work Day Minimum):

Physical: 8+ hours of standing and walking, involving repeated bending, lifting, stooping, squatting, crouching, kneeling, pushing and pulling.

Weights lifted: 11 to 50 pounds carried frequently, with heavier loads at times. Hands are used repetitively for firm grasping and medium dexterity throughout the shift.

Employees work with and around tire changers, computerized spin balancers, torque wrenches jacks, air compressors, and hand tools. Potential physical exposures are noise, vibration, weather and nuisance dust. Chemicals include soap, buffing fluid and rubber cement. Protective equipment required is steel toe boots. Safety glasses are provided.

Aptitude/Competence: Employees must be capable of understanding both written and verbal instructions and possess the ability to learn, as well as have the comprehension needed to read and understand tire labels and numbers. Employees must possess sufficient mechanical abilities to remove and replace wheels, balance wheels and repair tires, as well as operate the machines and tools related to such job activities. The employee must also possess the customer service and basic math skills needed to successfully complete the manager-training program. The employee must be able to adhere to and follow instructions.