

DISCOUNT TIRE JOB FAMILY

DISCOUNT TIRE

INDIVIDUAL CONTRIBUTOR

MANAGEMENT

EXECUTIVE

Chief, BSL, AVP, VP, SVP
20 yrs exp + 10 yrs Mgmt
Recognized Servant Leader
Bruce-like

SR DIRECTOR

Executive Successor
Strategy and budget focus
15 yrs exp + 8 yrs Mgmt
Recognized Servant Leader

DIRECTOR

Leader of leaders
Oversees 1 or more functions
15 yrs exp + 8 yrs Mgmt
Recognized Servant Leader

SR MANAGER

High-performing Managers
Strategy and budget focus
8 yrs exp + 3 yrs Asst Mgr
Recognized Servant Leader

MANAGER

Manager level
Strategy and budget focus
8 yrs exp + 3 yrs Asst Mgr
Recognized Servant Leader

PRINCIPAL

Top performer, Lead, Mentor
8-10 yrs exp required
Trusted Expert
Displays Servant Leader

ASSISTANT MANAGER

Supervisory level
Day to day focus
8 yrs exp + 1-3 yrs as lead
Displays Servant Leader

SENIOR

Senior and Lead Level
5-7 yrs exp required
Trusted Expert
Learning Servant Leader

LEVEL II

Intermediate Level
3-5 yrs exp required
Trusted Expert

LEVEL I

Entry Level
0-2 yrs exp required
Trusted Expert

BENCHMARKS AVAILABLE

INDIVIDUAL CONTRIBUTOR

MANAGEMENT

EXECUTIVE

20 yrs exp + 10 yrs Mgmt

SR DIRECTOR

Executive Successor
Strategy and budget focus
15 yrs exp + 8 yrs as lead

DIRECTOR

Leader of leaders
Oversees 1 or more functions
15 yrs exp + 8 yrs Mgmt

SR MANAGER

High-performing Managers
Strategy and budget focus
8 yrs exp + 3 yrs Asst Mgr

MANAGER

Manager level
Strategy and budget focus
8 yrs exp + 3 yrs Asst Mgr

LEVEL IV

Senior, Top IC, Lead
8-10 yrs exp required

SUPERVISOR

Top IC, Lead or Supervisor
Day to day focus
8 yrs exp + 1-3 yrs as lead

LEVEL III

Senior and Lead Level
5-7 yrs exp required

LEVEL II

Intermediate Level
3-5 yrs exp required

LEVEL I

Entry Level
0-2 yrs exp required

JOB DESCRIPTION GUIDELINE

The below list is a guideline only and is not meant to capture all job description content

INSTRUCTIONS: Pick the appropriate job level category and proceed down that column to each section (Title, General Description, Etc.)

	LEVEL I	LEVEL II	SENIOR	PRINCIPAL						
GENERAL DESCRIPTION										
<i>INSTRUCTIONS: 3 - 5 sentence description of job. Beginning sentence should start with the below</i>										
Beginning Sentence	Under Direct Supervision...	Under General Supervision...	Under Minimal Supervision...	Working Independently...						
ESSENTIAL DUTIES AND RESPONSIBILITIES										
<i>INSTRUCTIONS: Capture 85% of job. Begin each duty/responsibility with action word. List by most important and time spent</i>										
Action Words (Present Tense)	Compiles Coordinates Drafts Documents Distributes Facilitates Files Gathers Handles Keys Maintains Monitors Notifies	Organizes Participates Performs Prepares Processes Records Researches Resolves basic Schedules Supports Tracks Updates	Administers Analyzes Calculates Collaborates Completes Creates Develops Edits Examines Evaluates Forecasts Identifies Informs	Influences Implements Modifies Partners Provides Recommends Develops Edits Resolves moderately complex Streamlines Troubleshoots Verifies	Advises Audits Communicates Partners Provides Determines Develops Diagnoses Estimates Evaluates Influences Implements Improves Verifies	Investigates Manages Outlines Designs Determines Develops Reviews Resolves complex	Advocates Aligns Approves Assesses Assigns Authorizes Coaches Consults Delegates Educates Ensures Explains Facilitates	Generates Guides Leads Monitors Negotiates Oversees Proactive Resolves Escalated Revises Teaches Trains		
QUALIFICATIONS										
Direct or Related										
Direct or Related										
Direct										
Direct										
Lead/Senior (optional)										
Years Experience	0 - 2 years	3 - 5 years	5 - 7 years	8 - 10 years	1 - 3 years					
Communication	Team or Department	Department or Upper Management	Upper Management	Executives						
Knowledge	General knowledge or understanding	Working knowledge	Advanced knowledge	Expert knowledge						
Skills & Abilities	Meets deadlines, supports, data entry, maintains	Problem solving, works independently, uses discretion, analytical, detail oriented	Uses independent judgement, strong analytical and attention to detail skills, innovation, presentation skills, leader, mentor, trainer							
Microsoft Office	Beginner or Intermediate	Intermediate or Advanced								
Microsoft Excel	Beginner or Intermediate	Intermediate or Advanced								
Systems	Case by case basis dependent on job purpose and business need									
EDUCATIONAL REQUIREMENTS										
Education	High School/GED or Associates	Associates or Bachelor's or Equivalent	Bachelor's or Equivalent Work Experience							
Certifications	Case by case basis dependent on job purpose and business need									
License	Case by case basis dependent on job purpose and business need									