

## **DISCOUNT TIRE ESSENTIAL JOB FUNCTIONS**

### **Store Employee Job Description**

#### **OPERATION:**

Each Discount Tire ("Discount") store has a retail show room area with a sales counter and also an area with tires and wheels on display. There is a substantial portion of the building used as a storage area, having floor and mezzanine height tire racks for storage of tires. The equipment area contains equipment for servicing tires, which includes tire changers, Euro-style tire changers, spin balancers, tire spreader, torque wrenches, air guns, soap products for lubrication, compressed air, lug wrenches and rubber ended mallets. Finally, most stores also have enclosed bays for removal and installation of wheels on vehicles. Some stores have these facilities outside of the building. Tires are lifted to the mezzanine level for storage either manually or by conveyor. Stores are generally open for business Monday through Friday between 8:00 a.m. and 6:00 p.m. and on Saturdays between 8:00 a.m. and 5:00 p.m., with frequent extensions of hours of operation required. Work hours consistently exceed open store hours, with frequent overtime requirements.

#### **JOB FUNCTIONS:**

Autos, light trucks or recreational vehicles are raised up with either a hydraulic lift or portable jacks. Hubcaps are removed, lug nuts are loosened, removed and the tires are then removed. 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 spin balancer. It is lifted onto the wheel balancer for spin balancing of the tire and 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.

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 and the type of repair required.

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 is also a part of the job function.

## **JOB REQUIREMENTS (8 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, spin balancers, torque wrenches, jacks, air compressors and hand tools. Potential physical exposures are noise, vibration, atmosphere and temperature. Chemicals include soap and nuisance dust. Safety glasses are required as a personal protective device. Optional equipment available includes ear plugs and back support braces.

### **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 be able to adhere to and follow instructions.

## SPECIFIC PHYSICAL REQUIREMENTS

### 1. Number of Hours in Full Shift:

Sit	Part-time 0 hours - Full-time 1 hour
Stand	Part-time 2 hours - Full-time 7 hours
Walk	Part-time 8 hours - Full-time 12 hours

### 2. Movements – In Terms of Regular Shift:

	Not all	All	Up to 33%	Up to 66%	Up to 100%
Bend/Stoop	[ ]	[ ]	[ ]	[ ]	[ X ]
Squat	[ ]	[ ]	[ ]	[ ]	[ X ]
Crawl	[ ]	[ ]	[ X ]	[ ]	[ ]
Climb	[ ]	[ ]	[ X ]	[ ]	[ ]
Reach above-shoulder level	[ ]	[ ]	[ X ]	[ ]	[ ]
Crouch	[ ]	[ ]	[ ]	[ ]	[ X ]
Kneel	[ ]	[ ]	[ X ]	[ ]	[ ]
Pushing/Pulling	[ ]	[ ]	[ ]	[ ]	[ X ]
Twist	[ ]	[ ]	[ ]	[ ]	[ X ]

### 3. Weight Carried:

	Not all	All	Up to 33%	Up to 66%	Up to 100%
Up to 10 lbs.	[ ]	[ ]	[ ]	[ ]	[ X ]
11 - 25 lbs.	[ ]	[ ]	[ ]	[ ]	[ X ]
26 - 35 lbs.	[ ]	[ ]	[ ]	[ ]	[ X ]
36 - 50 lbs.	[ ]	[ ]	[ ]	[ ]	[ X ]
51 - 74 lbs.	[ ]	[ ]	[ ]	[ X ]	[ ]
75 - 100 lbs.	[ ]	[ ]	[ ]	[ X ]	[ ]

### 4. Weight Pushed / Pulled:

	Not all	All	Up to 33%	Up to 66%	Up to 100%
Up to 10 lbs.	[ ]	[ ]	[ ]	[ ]	[ X ]
11 - 25 lbs.	[ ]	[ ]	[ ]	[ ]	[ X ]
26 - 35 lbs.	[ ]	[ ]	[ ]	[ ]	[ X ]
36 - 50 lbs.	[ ]	[ ]	[ ]	[ ]	[ X ]
51 - 74 lbs.	[ ]	[ ]	[ ]	[ X ]	[ ]
75 - 100 lbs.	[ ]	[ ]	[ ]	[ X ]	[ ]

5. **Weight Lifted:**

	Not all	All	Up to 33%	Up to 66%	Up to 100%
Up to 10 lbs.	[     ]	[     ]	[     ]	[ X   ]	[     ]
11 - 25 lbs.	[     ]	[     ]	[     ]	[     ]	[ X   ]
26 - 35 lbs.	[     ]	[     ]	[     ]	[     ]	[ X   ]
36 - 50 lbs.	[     ]	[     ]	[     ]	[     ]	[ X   ]
51 - 74 lbs.	[     ]	[     ]	[     ]	[ X   ]	[     ]
75 - 100 lbs.	[     ]	[     ]	[     ]	[ X   ]	[     ]

6. **Repetitive Leg/Foot Movement used (as in operating foot controls):**

	Yes	No
Right Foot	[ X   ]	[     ]
Left Foot	[ X   ]	[     ]
Both Feet	[ X   ]	[     ]

7. **Hands Used for Repetitive Action Such As:**

	Right Hand	Left Hand
Simple Grasping (includes writing)	[ X   ]	[ X   ]
Firm Grasping	[ X   ]	[ X   ]
Fine Manipulating	[ X   ]	[ X   ]

8. **Sensory Requirements; Speech, Vision, Touch and Hearing:**

**ENVIRONMENTAL FACTORS:**

1. Time spent inside: 50% Outside: 50%
2. Temperature: Cold in winter; warm, hot in summer
3. Humidity: Dry and humid
4. Atmospheric conditions present: Fumes, odors, dusts, mists and gases
5. Hazards: Mechanical and pneumatic machinery and tools, physical (noise), chemical (solvents, oil and dusts)
6. Requires safety glasses as a personal protective device
7. Optional equipment available includes ear plugs and back support braces