



XTREME JOB DESCRIPTION

Job title	Tire Technician / Apprentice
Reports to	General Manager / Shop Foreman

Job Purpose

To be an integral part of delivering “service, value, performance...to the extreme.” to our customers.

Responsible for repairing, changing and balancing tires on cars and light commercial vehicles.

Duties and Responsibilities

Using appropriate tools and tire machinery:

- Change tires, repair
- Select proper tire sizes, verify correct tire
- Tire maintenance; checking wear/tear, tire pressure, cleaning tires/wheels
- Reset TPMS according to procedures
- Mount/dismount tires without damage to wheels
- Balance, rotate
- Ensure efficient, accurate, thorough communication to team so customer is aware of all issues relating to tires + safety
- Assist automotive mechanics with general mechanical services
- Assist the service team with service recommendations, alternatives and technical explanations
- Perform oil changes on a wide variety of passenger and light truck vehicles(including re-set of oil monitoring system)
- Assist with minor vehicle part replacements (air filters, light bulbs, etc.)
- Assist with stored wheels and tires (pre-wash wheels before storage)
- Unloading and loading tire deliveries
- Tire change overs at off-site location
- Maintain a clean and orderly work area, including tire cart
- Complete written reports with accurate detail
- Support a safe and environmentally responsible workplace
- Punctual, reliable, hard-working individual

- Able to work full-time hours with some overtime requirements during peak season
- Attend staff meetings and training seminars/sessions
- Complete online training courses as outlined in training schedule
- Perform additional tasks given by Shop Foreman/Supervisor not outlined in this job description

Education, Skills and Experience Required

- High school diploma (OSSD) or equivalent
- One year tire or garage related experience AND a willingness to learn
- TIA (Tire Industry Association) course completions are an asset
- Know where to get needed information e.g. TPMS
- Able to work in a fast-paced, busy environment
- Ability to lift approximately 50-75 lbs
- Strong customer service focus, team player, “get it done” attitude
- Maintain the Xtreme Tire Garage *Code of Conduct*, Ethics and support a safe and environmentally responsible workplace

To apply for this position, please send your resume to careers@xtremetiregarage.com