



TireXpress – Tire/Lube Technician

Position Summary

The Tire/Lube Technician is responsible for performing entry-level automotive services on passenger vehicles and light trucks while delivering a high standard of customer service. This role supports overall shop operations by executing basic diagnostics, tire services, and maintenance tasks safely and efficiently. Technicians are expected to follow all safety procedures, maintain a clean and organized work environment, and contribute to a high-performing, team-oriented culture.

Core Competencies

All TireXpress team members are expected to demonstrate the following:

- **Drive:** Takes initiative and consistently goes beyond expectations to deliver results
- **Desire to Learn:** Actively develops skills and expands product and service knowledge
- **Execution Speed:** Completes work efficiently without sacrificing quality or service
- **Attention to Detail:** Ensures accuracy, precision, and adherence to process
- **Reliability:** Takes full ownership of results, timelines, and job quality

Key Responsibilities

Tire & Basic Maintenance Services

- Mount, balance, and rotate tires using industry-standard equipment
- Perform flat repairs and tire inspections (wear patterns, vibration, pressure)
- Conduct road tests and identify tire-related issues

Inspection & Preventative Maintenance

- Perform oil changes (LOF) and multi-point inspections (under hood, undercar, wheel-off)
- Identify safety concerns and maintenance opportunities

Light Repair Services

- Replace batteries, wiper blades, filters, bulbs, and other basic components
- Assist with alignments and fluid flushes (cooling, transmission, power steering)

Diagnostics Support

- Identify basic drivability issues such as noise, vibration, or performance concerns
- Support senior technicians with diagnostic processes

Inventory & Operations

- Maintain knowledge of tire lines and product offerings
- Assist with inventory control, stock management, shipping, and receiving

Shop Maintenance

- Follow opening/closing procedures
 - Maintain a clean, safe, and organized work environment
 - Support general facility upkeep
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Equipment & Tools

Shop Equipment (Provided)

Technicians will operate:

- Tire machines, balancers, alignment racks
- Lifts, air tools, torque wrenches, tread gauges
- Flush systems, grinders, diagnostic equipment

Company-Provided Tools

- Air impact gun, sockets, valve tools, gauges, safety equipment
- Flat repair tools, torque tools, wheel service tools

Employee-Provided Tools

- Basic hand tools including screwdrivers, pliers, and socket set
 - Employees are responsible for maintaining their personal toolset
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Qualifications

Basic Requirements

- Strong interest in automotive service and tire industry
- Entry-level mechanical knowledge or relevant training preferred
- Ability to work in a fast-paced, team-driven environment

Technical Skills

- Basic understanding of automotive systems and maintenance
- Ability to learn tire diagnostics, inspection processes, and service procedures

Core Abilities

- Read and follow safety guidelines, manuals, and instructions
 - Perform basic math calculations (measurements, volumes, etc.)
 - Problem-solving skills and ability to follow structured processes
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Physical Requirements

- Ability to stand, walk, and work on feet for extended periods
 - Frequent lifting up to 75 lbs. (occasionally up to 100 lbs.)
 - Capability to bend, kneel, crouch, and work in tight spaces
 - Comfortable working in a shop environment (heat, noise, mechanical equipment)
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Work Environment

- Full-time position with weekend availability required
 - Fast-paced shop setting with exposure to machinery, chemicals, and varying conditions
 - Occasional travel between locations may be required
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Additional Requirements

- Valid driver's license with acceptable driving record
- Ability to pass a background check
- Compliance with company safety and drug-free workplace policies

Employee Name: _____ Date: _____ Signature: _____