

# JOB DESCRIPTION

For

## Retread Plant Manager

### ESSENTIAL JOB DUTIES:

- 1) Be responsible for profitability of Retreading operation
- 2) Be responsible for hiring, training, supervising, evaluation, and discipline of all personnel at plant
- 3) Be responsible for and insure that equipment and facilities are kept clean and free of hazardous conditions
- 4) To maintain and revise production schedule as necessary to maximize sales and customer satisfaction
- 5) To monitor and insure accuracy of all invoicing, credits issued, adjustments or concessions made from plant
- 6) To monitor inventories of supplies and materials, make purchases as necessary to maintain production schedule
- 7) To advise management ASAP of any situation affecting production schedule, product quality or availability
- 8) To monitor and analyze all daily and monthly documents, logs, and reports provided by management
- 9) To monitor all phases of retreading process to insure required quantities and quality of production is achieved
- 10) To know and observe safe procedures when entering tire chamber for any reason
- 11) To provide superior customer service at all times
- 12) Pass all company required training within 120 days of employment
- 13) To regularly lift objects weighing in excess of 80 pounds
- 14) Perform other duties as may be required by management
- 15) Perform all duties safely as trained and in accordance with state and federal law and the Company's Safety Policy

**The duties listed above are not all inclusive, but outline the essential duties associated with this job description.**

I have read the description of essential job duties above and understand the requirements to perform this job satisfactorily.

---

Applicant's Signature

---

Date

# JOB DESCRIPTION

For

## Retread – Tire Builder

### ESSENTIAL JOB DUTIES:

- 1) To know and maintain knowledge of tire casing sizes, repairable conditions, and other attributes
- 2) To know and maintain knowledge of tread designs and sizes available
- 3) To apply cushion and tread required for production of desired tire
- 4) To properly use and maintain tire building machines as required
- 5) To know and observe safe procedures when entering tire chamber for any reason
- 6) Provide superior customer service at all times
- 7) To unload, load, and stock inventories of tires, casings or supplies as required by management
- 8) Regularly lift objects weighing in excess of 80 pounds
- 9) Assist with maintenance and cleaning of equipment and facilities as required by management
- 10) Pass all company required training within 120 days of employment
- 11) Perform other duties as required by management
- 12) Perform all duties safely as trained and in accordance with state and federal law and the Company's Safety Policy

**The duties listed above are not all inclusive, but outline the essential duties associated with this job description.**

I have read the description of essential job duties above and understand the requirements to perform this job satisfactorily.

---

Applicant's Signature

---

Date

**JOB DESCRIPTION**  
For  
**Retread – Inspection Person**

**ESSENTIAL JOB DUTIES:**

- 1) To know and maintain knowledge of tire casing sizes, repairable conditions, and other attributes
- 2) To know proper procedures and use of equipment for inspecting tire casings
- 3) To properly complete nail hole and section repairs on casings as required after inspection
- 4) To enter data into computer for work orders on incoming tires
- 5) To schedule tires to be entered into production schedule
- 6) To know and observe safe procedures when entering tire chamber for any reason
- 7) Provide superior customer service at all times
- 8) To unload, load, and stock inventories of tires, casings or supplies as required by management
- 9) Regularly lift objects weighing in excess of 80 pounds
- 10) Assist with maintenance and cleaning of equipment and facilities as required by management
- 11) Pass all company required training within 120 days of employment
- 12) Perform other duties as required by management
- 13) Perform all duties safely as trained and in accordance with state and federal law and the Company's Safety Policy

**The duties listed above are not all inclusive, but outline the essential duties associated with this job description.**

I have read the description of essential job duties above and understand the requirements to perform this job satisfactorily.

---

Applicant's Signature

---

Date

# JOB DESCRIPTION

For

## Retread – Buffing Person

### ESSENTIAL JOB DUTIES:

- 1) To know and maintain knowledge of tire casing sizes, repairable conditions, and other attributes
- 2) To be able to read and interpret information on wall charts pertaining to buffing specifications
- 3) To properly operate hand held die grinders in skiving tire casings in preparation for repair
- 4) To properly operate buffing equipment and achieve specifications required for quality retread production
- 5) To know and observe safe procedures when entering tire chamber for any reason
- 6) To unload, load, and stock inventories of tires, casings or supplies as required by management
- 7) Regularly lift objects weighing in excess of 80 pounds
- 8) Provide superior customer service at all times
- 9) Assist with maintenance and cleaning of equipment and facilities as required by management
- 10) Pass all company required training within 120 days of employment
- 11) Perform other duties as required by management
- 12) Perform all duties safely as trained and in accordance with state and federal law and the Company's Safety Policy.

**The duties listed above are not all inclusive, but outline the essential duties associated with this job description.**

I have read the description of essential job duties above and understand the requirements to perform this job satisfactorily.

---

Applicant's Signature

---

Date

**JOB DESCRIPTION**  
For  
**Retread – Chamber Person**

**ESSENTIAL JOB DUTIES:**

- 1) To know and maintain knowledge of tire casing sizes, repairable conditions, and other attributes
- 2) To know and maintain knowledge of tread designs and sizes available
- 3) To properly install envelopes and rims on tires for entry into tire chamber
- 4) To properly pressure check tubes and envelopes prior to entering tire chamber
- 5) To properly load and unload tire chamber
- 6) To know and use proper procedures for operating tire chamber
- 7) To know and observe safe procedures when entering tire chamber for any reason
- 8) Provide superior customer service at all times
- 9) To unload, load, and stock inventories of tires, casings, or supplies as required by management
- 10) Regularly lift objects weighing in excess of 80 pounds
- 11) Pass all company required training within 120 days of employment
- 12) Assist with the maintenance and cleaning of equipment and facilities as required by management
- 13) Perform other duties as required by management
- 14) Perform all duties safely as trained and in accordance with state and federal law and the Company's Safety Policy.

**The duties listed above are not all inclusive, but outline the essential duties associated with this job description.**

I have read the description of essential job duties above and understand the requirements to perform this job satisfactorily.

---

Applicant's Signature

---

Date

**JOB DESCRIPTION**  
For  
**Retread – Skiving Person**

**ESSENTIAL JOB DUTIES:**

- 1) To know and maintain knowledge of tire casing sizes, repairable conditions, and other attributes
- 2) To properly operate hand die grinders in skiving tire casings for retread preparation
- 3) To properly fill and repair skived areas of tire casings
- 4) To spray tires as required for production
- 5) To assist with breaking down and unloading tire chamber
- 6) To know and use safe procedures for entering tire chamber for any reason
- 7) Provide superior customer service at all times
- 8) To unload, load, and stock inventories of tires, casings or supplies as required by management
- 9) Regularly lift objects weighing in excess of 80 pounds
- 10) Assist with maintenance and cleaning of equipment and facilities as required by management
- 11) Pass all company required training within 120 days of employment
- 12) Perform other duties as required by management
- 13) Perform all duties safely as trained and in accordance with state and federal law and the Company's Safety Policy.

**The duties listed above are not all inclusive, but outline the essential duties associated with this job description.**

I have read the description of essential job duties above and understand the requirements to perform this job satisfactorily.

---

Applicant's Signature

---

Date