

This sheet provides for a guideline as to the structure of Job Grades in a Tyre Fitment dealer operation

| | Title | Function Title | Grade 1 | | Grade 2 | | | | | | | GRADE 3 | GRADE 4 | | GRADE 5 | | | GRADE 6 | GRADE 7 | | GRADE 8 |
|---------|--|--|------------|----------------------|------------|----------------------------------|----------------------------------|---------------------|-------------------|---------------------|--------------------------------------|---------------|-----------------|---|----------------------------|-------------------------------------|--|---|---|---------------------------|---------------------------------------|
| | | | Function 1 | Function 2 | Function 3 | Function 4 | Function 5 | Function 6 | Function 7 | Function 8 | Function 9 | Function 10 | Function 11 | Function 12 | Function 13 | Function 14 | Function 15 | Function 16 | Function 17 | Function 18 | Function 19 |
| Grade 1 | Char | Char | Cleans | Makes Tea and Coffee | | | | | | | | | | | | | | | | | |
| Grade 2 | Cashier | | Cleans | Makes Tea and Coffee | Filing | Answers Telephone or switchboard | | | | | | | | | | | | | | | |
| Grade 2 | Stock room Assistant | Driver | Cleans | Makes Tea and Coffee | Filing | <u>Lifts Vehicles</u> | <u>Removes and refits Wheels</u> | <u>Strips tyres</u> | <u>Fits Tyres</u> | Storeroom Assistant | <u>Drives Vehicles as instructed</u> | | | | | | | | | | |
| Grade 2 | General Worker | Tyre Fitter | Cleans | Makes Tea and Coffee | Filing | <u>Lifts Vehicles</u> | <u>Removes and refits Wheels</u> | <u>Strips tyres</u> | <u>Fits Tyres</u> | Storeroom Assistant | <u>Drives Vehicles as instructed</u> | | | | | | | | | | |
| Grade 3 | Driver | Driver | Cleans | Makes Tea and Coffee | Filing | <u>Lifts Vehicles</u> | <u>Removes and refits Wheels</u> | <u>Strips tyres</u> | <u>Fits Tyres</u> | Storeroom Assistant | Drives Vehicles as instructed | Driver Duties | | | | | | | | | |
| Grade 4 | Exhaust Fitter/Wheel Balancer/Vulcanisers Operative with balancing | Wheel Balancer/Exhaust fitter | Cleans | Makes Tea and Coffee | Filing | <u>Lifts Vehicles</u> | <u>Removes and refits Wheels</u> | <u>Strips tyres</u> | <u>Fits Tyres</u> | Storeroom Assistant | <u>Drives Vehicles as instructed</u> | Driver Duties | Balances wheels | Conducts Exhaust repairs or replacement | | | | | | | |
| Grade 5 | Brake Drum Skimmer | Shock and Brake Fitter and Towbar (without Electric) | Cleans | Makes Tea and Coffee | Filing | <u>Lifts Vehicles</u> | <u>Removes and refits Wheels</u> | <u>Strips tyres</u> | <u>Fits Tyres</u> | Storeroom Assistant | <u>Drives Vehicles as instructed</u> | Driver Duties | Balances wheels | Conducts Exhaust repairs or replacement | Conducts Brake replacement | Conducts Shock Absorber Replacement | Fits Tow Bars and Plug n Play harness only | | | | |
| Grade 6 | Wheel alignment technician | Wheel alignment technician Suspension Fitter | Cleans | Makes Tea and Coffee | Filing | <u>Lifts Vehicles</u> | <u>Removes and refits Wheels</u> | <u>Strips tyres</u> | <u>Fits Tyres</u> | Storeroom Assistant | <u>Drives Vehicles as instructed</u> | Driver Duties | Balances wheels | Conducts Exhaust repairs or replacement | Conducts Brake replacement | Conducts Shock Absorber Replacement | Fits Tow Bars and Plug n Play harness only | Conducts Wheel alignment checks and adjustments | Conducts Suspension adjustments and Fitment | | |
| Grade 7 | Exempted Journeyman | Senior Wheel Alignment suspension fitter | Cleans | Makes Tea and Coffee | Filing | <u>Lifts Vehicles</u> | <u>Removes and refits Wheels</u> | <u>Strips tyres</u> | <u>Fits Tyres</u> | Storeroom Assistant | <u>Drives Vehicles as instructed</u> | Driver Duties | Balances wheels | Conducts Exhaust repairs or replacement | Conducts Brake replacement | Conducts Shock Absorber Replacement | Fits Tow Bars and Plug n Play harness only | Conducts Wheel alignment checks and adjustments | Conducts Suspension adjustments and Fitment | Fits Tow Bars With Wiring | |
| Grade 8 | JourneyMan | Fitment Centre JourneyMan | Cleans | Makes Tea and Coffee | Filing | <u>Lifts Vehicles</u> | <u>Removes and refits Wheels</u> | <u>Strips tyres</u> | <u>Fits Tyres</u> | Storeroom Assistant | <u>Drives Vehicles as instructed</u> | Driver Duties | Balances wheels | Conducts Exhaust repairs or replacement | Conducts Brake replacement | Conducts Shock Absorber Replacement | Fits Tow Bars and Plug n Play harness only | Conducts Wheel alignment checks and adjustments | Conducts Suspension adjustments and Fitment | Fits Tow Bars With Wiring | Equipment Maintenance and Calibration |