

**DUTY STATEMENT
CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS
VETERANS HOME OF CALIFORNIA - YOUNTVILLE**

PART A	
Position No: 573-243-6391-001	Date:
Class: Automotive Equipment Operator II	Name:
<p>Under general direction of the Automotive Pool Manager II (APM II), the Automotive Equipment Operator II will supervise a staff of five or more automotive equipment operators in the operation of a fleet of passenger vehicles, trucks, buses, and similar motor equipment.</p>	
Percentage of time performing duties:	ESSENTIAL FUNCTIONS
45%	<p>Assist the APM II to assign daily workloads to staff, such as supply pick-ups and outside medical transportation. Create weekly staff schedules to ensure adequate coverage of daily shifts. Approve time off requests for Automotive Equipment Operator I's (AEO I) and maintain monthly calendar for all approved time off requests. Monitor the completion of daily driver logs and pre/post trip vehicle inspections. Assist APM II to coordinate vehicles and drivers for special events. Assist in the preparation of reports and documents to ensure compliance with California Highway Patrol (CHP), Department of General Services (DGS), Office of Fleet and Asset Management (OFAM), and other outside agencies as required. Perform vehicle inspections to ensure they are clean and safe.</p>
25%	<p>Transport passengers to/from social functions, recreational events, and medical appointments (on and off grounds), etc. Responsible for the safe, secure and timely transportation of ambulatory and non-ambulatory residents. Assist wheelchair bound residents, staff, and visitors onto the bus using the wheelchair lift device. Ensure that mobility devices are secured properly using the Q'Straint system.</p>
15%	<p>Operate standard passenger vehicles, sedans, vans and pickups, medium and heavy trucks, buses, wheeled tractors and forklifts. Load, unload, and deliver laundry, food, freight, and other materials.</p>
10%	<p>Coordinate and instruct safety training classes. Re-train and educate commercial drivers, as well as coordinate defensive driving classes for State personnel at the Veterans Home.</p>
NON-ESSENTIAL FUNCTIONS	
5%	<p>Other related duties as assigned.</p>

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PART B - PHYSICAL AND MENTAL REQUIREMENTS OF ESSENTIAL FUNCTIONS					
Activity	Not Required	Less than 25%	25% to 49%	50% to 74%	75% or More
VISION: View computer screen; E-mail, read documents, meetings, drive.					X
HEARING: Answer telephone, communicate with Administration, department managers, department staff, provide verbal information; radio, meetings, drive.					X
SPEAKING: Communicate with staff, residents and the public in person and via telephone; interact in meetings.				X	
WALKING: Inspections, load, unload.			X		
SITTING: Computer, drive, meetings.					X
STANDING: Deliveries, meetings, inspections.			X		
BALANCING: Inspections, wash vehicles.			X		
CONCENTRATING: Computer, schedule, reports, drive, inspections.					X
COMPREHENSION: Reports, schedules, rules, laws, regulations, policy and procedures, codes.					X
WORKING INDEPENDENTLY: Must be able to apply laws, rules, and processes with minimal guidance, Daily operations, scheduling; inspections.				X	
LIFTING UP TO 10: Load and deliveries.			X		
LIFTING 10-25 LBS: Load and deliveries.			X		
LIFTING 25-50 LBS: Load and deliveries.			X		
FINGERING: Push telephone buttons, computer keyboard, radio, dial.		X			
REACHING: Load, vehicle maintenance, wash vehicles, answer telephone.			X		
CARRYING: Load, unload, deliveries.			X		
CLIMBING: Steps, ladders.			X		
BENDING AT WAIST: Clean, inspections, deliveries.		X			
KNEELING: Inspections, vehicle maintenance, wash vehicles.		X			
PUSHING OR PULLING: Load, unload, deliveries.			X		
HANDLING: Maintenance, deliveries, maintenance.			X		
DRIVING: Buses, vans, trucks, cars.			X		
OPERATING EQUIPMENT: Trucks, automobiles, forklift, etc.			X		
WORKING INDOORS: Computer, meetings, reports.				X	
WORKING OUTDOORS: Inspections, drive, vehicle maintenance.				X	
WORKING IN CONFINED SPACE: File, supply, storage rooms, etc.		X			

I have read and understand the duties listed on this Duty Statement and I can perform these duties with or without reasonable accommodation. (If reasonable accommodation may be necessary, discuss any concerns with the Equal Employment Opportunity Office).

Employee signature _____ Date _____

Supervisor signature _____ Date _____

Human Resources signature _____ Date _____