

DUTY STATEMENT

CHP 129 (Rev. 5-19) OPI 052

PROPOSED

COMMAND/ORGANIZATIONAL UNIT COTTONWOOD C.V.E.F. - 131		DIVISION NORTHERN			
CIVIL SERVICE CLASSIFICATION TITLE Commercial Vehicle Inspection Specialist		BARGAINING UNIT 12	TENURE Permanent	TIME BASE Full-Time	INTERMITTENT HOURS PER MONTH
POSITION NUMBER 388-131-6854-015		CURRENT DATE 02/25/2026			
DESIGNATED POSITION FOR CONFLICT OF INTEREST <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		CONFIDENTIAL DESIGNATION <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		FOR SELECTION STANDARDS AND EXAMINATIONS SECTION USE ONLY	
APPROVED BY				DATE	

FUNCTION OF POSITION
Under the close supervision of the Sergeant, the Commercial Vehicle Inspection Specialist is responsible for completing inspections of commercial type vehicles, with regard to the condition of the vehicle components and systems, registration requirements, loading requirements and compliance with California Vehicle Code, and other laws, rules, and regulations governing these vehicles, and performing other related duties for the Cottonwood Commercial Vehicle Enforcement Facility.

SUPERVISION RECEIVED
The Commercial Vehicle Inspection Specialist reports directly to and receives the majority of their assignments from the Sergeant.

SUPERVISION EXERCISED
N/A

WORKING CONDITIONS
The Commercial Unit is a highly specialized unit requiring certified training and annual re-certification to be completed in any environment. Commercial Vehicle Inspection Specialist will generally work with Officers at the commercial vehicle inspection facility. Commercial Vehicle Inspection Specialist are often exposed to hazardous conditions and situations, such as moving traffic and loud noises that are distracting and uncomfortable.

SPECIAL PERSONAL CHARACTERISTICS
Emotional control, tolerance for unpleasant working conditions (e.g., noise, exhaust fumes, confined spaces, extremes of temperature), attention to detail, and patience.

PERCENTAGE OF TIME PERFORMING DUTIES	Essential Functions
45%	Perform commercial vehicle safety inspections in accordance with the procedures taught at the Commercial Enforcement Training Course. Determine if the vehicles and the operators comply with Federal and State laws, rules and regulations. Perform vehicle inspections including undercarriage inspection of the brakes, steering, frame, and suspension. Other items inspected include, but are not limited to, lights, tires, wheels, connection devices, exhaust systems, safe loading, and hazardous materials shipments.
30%	Review driver license qualifications, records of duty status and hours of service. Record and note on a computer generated form all vehicle and driver information and any defects or violations found during the inspection. Notify and refer information to a CHP Officer, for enforcement action. Inspections may be performed at the Facility or on the roadside.
15%	Monitor and operate truck scale and detect trucks in violations of size and weight laws. Select trucks for inspections and direct them into the inspection bays. Research and interpret laws, rules, and regulations to assist driver in obtaining compliance. Answer questions and assist motorists as needed.
5%	Clean work stations and stock inspection supplies as needed.
	Non-Essential Functions
5%	Performs other job related duties, within the scope of the classification, as assigned.
TOTAL	100%

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388-131-6854-015

The duties of this position are subject to change and may be revised as necessary. I have read and understood the duties listed above and I can perform these duties with or without reasonable accommodation. I have discussed the duties of this position with my supervisor and have received a copy of the duty statement.

PRINT EMPLOYEE'S NAME	EMPLOYEE'S SIGNATURE	DATE
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I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

PRINT SUPERVISOR'S NAME	SUPERVISOR'S SIGNATURE	DATE
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