

DUTY STATEMENT

CHP 129 (Rev. 5-19) OPI 052

CURRENT

COMMAND/ORGANIZATIONAL UNIT Golden Gate Division 301		DIVISION Golden Gate Division			
CIVIL SERVICE CLASSIFICATION TITLE Automotive Technician II		BARGAINING UNIT R12	TENURE Permanent	TIME BASE Full-Time	INTERMITTENT HOURS PER MONTH
POSITION NUMBER 388-301-6830-002		CURRENT DATE 02/25/2026			
DESIGNATED POSITION FOR CONFLICT OF INTEREST ☐ YES ☒ NO		CONFIDENTIAL DESIGNATION ☐ YES ☒ NO		FOR SELECTION STANDARDS AND EXAMINATIONS SECTION USE ONLY	
		APPROVED BY			DATE

FUNCTION OF POSITION

Under the direction of the Division Operations Sergeant, the Automotive Technician II is responsible for the maintenance and servicing of the fleet vehicles, acquiring bids for repair and purchases, installing equipment, conducting inventory, maintaining files and entering information through the use of computers, and delivering vehicles for the Division.

SUPERVISION RECEIVED

The Automotive Technician II reports directly to and receives the majority of their assignments from the Division Operations Sergeant. However, direction and assignments may also come from the Administrative Services Lieutenant or the Assistant Division Commander.

SUPERVISION EXERCISED

N/A

WORKING CONDITIONS

Incumbents are required to crawl underneath a vehicle/down under the dashboard/into the trunk; lift and carry tires up to 60 pounds in weight; and work in varying, and sometimes extreme, temperatures.

SPECIAL PERSONAL CHARACTERISTICS

Ability to work independently and be a self starter. Demonstrate honesty, integrity, and good interpersonal skills, along with an attention to detail and willingness to maintain a safe, clean and organized work environment.

PERCENTAGE OF TIME PERFORMING DUTIES

Essential Functions

- | | |
|-----|---|
| 45% | Daily visually inspect and diagnose vehicles and report any instances of neglect, abuse or possible unreported accidents to the Division Operations Sergeant. Coordinate with Area Automotive Technicians to ensure proper reporting of defects and use of automotive equipment. Perform minor repairs and maintenance of state vehicles. Schedule service and repair for moderate and major repairs and maintenance of state vehicles. Road test vehicles as necessary to ascertain defect or check completed repairs. Assemble, install, repair, and or remove special automotive equipment. Conduct comprehensive safety inspections of the fleet. Change flat or damaged tires as needed. Ensure all vehicles are returned to service in a timely manner. Prepare transfer sheets (CHP 57) for vehicles transferred or removed from service. Confirm the delivery of automotive equipment to and from places of service and repair. |
| 15% | Keep record of all patrol vehicle maintenance work performed and maintain records in each individual vehicle folders. Enter data into Fleet Focus Program. Maintain daily records of gasoline usage for Division vehicles. |
| 15% | Maintain patrol vehicle inventory record of automotive supplies and prepare lists for regular and emergency requisitions of automotive supplies. Perform quarterly inventory of automotive parts, tires accessories, fluids, and other miscellaneous supplies. Maintain tool box with current tools to fit current vehicles, order new tools, and test equipment as needed. |
| 10% | Strip State equipment from wrecked vehicles prior to selling. Ensure timely sale of used materials (tires, rotors, batteries, etc.). Obtain bids for repairing and selling wrecked patrol vehicles, used tires, batteries, and other supplies when authorized. Perform inventory check and return equipment to Fleet Operations Section as required. |
| 10% | Examine patrol vehicle invoices to ensure proper job rates are charged. Check and file repair orders and warranty repair orders related to vehicles. Check warranty requirements, daily deficiency reports, and secure needed adjustments and repairs. |

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5%	<u>Non-Essential Functions</u>
	Other job-related duties within the scope of the classification, as assigned.
TOTAL	100%

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
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