

**DUTY STATEMENT
CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS**

PART A	
Position No: 575-243-6393-012 (Perm., Part time)	Date:
Class: Automotive Equipment Operator I	Name:
<p>Under the supervision of the General Services Manager (Staff Services Manager I) and functional direction of the Automotive Equipment Operator II, the Automotive Equipment Operator I (AEO I) will operate and service passenger vehicles, trucks, small-wheeled tractors, and similar motor equipment; to do general laboring work; may instruct, lead or supervise resident workers; and do other related work. Operate, service, wash, and make minor adjustments and repairs to passenger vehicles, trucks, small wheeled tractors and other automotive equipment; transport passengers; load, unload, and deliver laundry, ice, food, furniture, freight, farm products, gravel, rubbish, and other materials; perform miscellaneous manual laboring work and messenger service; supervise helpers; keep simple records. Incumbent must be in possession of a California driver's license valid for operation of any bus designed to carry more than 15 passengers, any single vehicle with three or more axles, any such vehicle towing another vehicle weighing less than 6,000 pounds gross. AEO I's work hours or days could be flexible due to resident's needs.</p>	
Percentage of time performing duties:	ESSENTIAL FUNCTIONS
50%	Operate, service, make minor adjustments and repairs to passenger vehicles, trucks, small wheeled tractors and other automotive equipment. Transport residents to and from the Home.
30%	Pick-up, load, unload and delivery of laundry, ice, food, furniture, freight, farm products, gravel, rubbish and other materials throughout the facility. Perform micellaneous manual laboring work and messenger service.
10%	Prepare reports and keep simple records; order supplies and repair parts; assist in other areas; attend in-service training, on-the-job and other related training.
5%	<p>Promote and enforce safety rules and regulations, including tool control. Ensure all federal, state and department; rules, policies and regulations regarding sexual harassment are adhered to. Maintain safety consciousness and awareness with special attention to factors such as:</p> <ul style="list-style-type: none"> • Phone numbers to dial in emergency situations. • Alternate measures of summoning aid when phone is not available. • Location of the nearest fire extinguisher at locations where most of the day is spent. • The need to correct or report any safety hazards that are observed. • Use of common sense when resolving safety problems. • Working overtime is a requirement of this position. <p>This position is subject to random drug and alcohol testing.</p>
NON-ESSENTIAL FUNCTIONS	
5%	Other related duties as assigned.

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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: Observe traffic patterns, complete vehicle logs, read vehicle codes.					X	
HEARING: Listen for unusual noises, emergency vehicles, passengers having difficulties, answer phones.					X	
SPEAKING: Answer phones, communicate with passengers.					X	
WALKING: Inspect vehicles, assist passengers, load and unload vehicles			X			
SITTING: Answer phones, drive vehicles.				X		
STANDING: Assist passengers, inspect vehicles, load and unload vehicles.			X			
BALANCING: Work on lifts, load and unload vehicles, using stairs.			X			
CONCENTRATING: Transport passengers, observe traffic, monitor gauges, watch for passengers having difficulties, work around operating machinery, work with high temperatures.					X	
COMPREHENSION: Understand vehicle code, departmental policies and procedures, safety rules and regulations.					X	
WORKING INDEPENDENTLY: Must be able to work with limited supervision.					X	
LIFTING UP TO 10 LBS:					X	
LIFTING 10-25 LBS:					X	
LIFTING 25-50 LBS:					X	
FINGERING: Use telephones, copiers, personal computer.			X			
REACHING: Inspect vehicles, secure wheelchairs, connect seatbelts, operate lift controls.			X			
CARRYING: Vehicle tools, parts, furniture, boxes, equipment.		X				
CLIMBING: Steps, ladders.			X			
BENDING AT WAIST: Secure wheelchairs, inspect vehicles, minor repairs.				X		
KNEELING: Secure wheelchairs.		X				
PUSHING OR PULLING: Secure wheelchairs, assist passengers, move boxes, move furniture, move equipment.				X		
HANDLING: Equipment, furniture, logs.			X			
DRIVING: Buses, vans, trucks, cars.					X	
OPERATING EQUIPMENT: Various types of automotive equipment.					X	
WORKING INDOORS: Administrative duties, logs, reports.		X				
WORKING OUTDOORS: Load, unload buses, trucks, cars, vans.				X		
WORKING IN CONFINED SPACE: Tie down wheelchairs and equipment inside vehicles.		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 _____