

DUTY STATEMENT

CHP 129 (Rev. 5-19) OPI 097

CURRENT

COMMAND/ORGANIZATIONAL UNIT Academy/Emergency Vehicle Operations Course		DIVISION Departmental Training Division		
CIVIL SERVICE CLASSIFICATION TITLE Automotive Technician II		BARGAINING UNIT R12	TENURE Permanent	TIME BASE Full-Time
POSITION NUMBER 388-091-6830-001		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 general supervision of the Sergeant, Emergency Vehicle Operations Course (EVOC), the Automotive Technician II is responsible for the inspection of vehicles for safety and other defects and performing routine maintenance/repairs and preventive maintenance as necessary. Applying knowledge of current automobile technology to perform duties consistently, with little or no guidance, during automotive inspections, diagnostics, troubleshooting, repairs, and test drives. Assisting the LAM with administrative functions which may include data entry into departmental databases, quarterly and annual inventories, coordination of vendor services and repairs, and the procurement of parts, equipment, and supplies. In addition, the Automotive Technician II assists with the preparation of contracts for the Academy.

SUPERVISION RECEIVED
The Automotive Technician II reports directly to and receives the majority of their assignments from the EVOC Sergeant.

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
Exceptional uniform and grooming standards and ability to work in a fast paced environment with critical deadlines.

PERCENTAGE OF TIME PERFORMING DUTIES	Essential Functions
25%	Inspect vehicles for safety and other defects. Use automotive scanners to troubleshoot and diagnose trouble codes. Perform routine maintenance and repairs which may include, but is not limited to, the following: change wheels, hubs, and rotors; replace shocks, bushings, sway bars, and brackets; troubleshoot and repair electrical systems, interior controls, lighting equipment, and emergency equipment; mount and balance tires. Perform preventive maintenance by inspecting cooling systems, including all hoses, and/or adjusting fan and alternator belts, inspecting, and adjusting brakes, and inspecting wheel, suspension, and frame components for cracks and fractures. Replace brake shoes and disc brake pads, service master cylinders and wheel cylinders (replace as necessary). Test drive vehicles prior to and following repairs.
25%	With minimal supervision, use knowledge of electronics and complex wiring schematics to disassemble, modify original manufacturer equipment, and repair departmental emergency equipment in standard and specialty vehicles. Use knowledge of vehicle assembly techniques and automotive mechanical skills to ensure installation does not conflict with the safe operation of the vehicle and cause air bag deployment or damage to vehicle systems. Utilize power tools, hand tools, and other related equipment; read and interpret manufacturer manuals; and perform functional diagnosis of electrical components. Remove, modify, and reinstall Original Equipment Manufacturer vehicle components in order to install costly, specialized, and highly technical police emergency equipment, including roof liners, seats with side airbags, trim pieces, and flooring. Install radar and computer wiring, separate power circuits, wiring harnesses, wig wag lighting assemblies, siren speakers, spotlights, push bumpers, radio mounting trays, radios, scanners, antennas, shotgun/rifle brackets, fire extinguisher, first aid kit brackets, decals, external jumper plugs and interior speakers; modify and relocate spare tire mounting assembly when necessary.
25%	Complete extensive repairs including removing and replacing engines, transmissions, rear differentials, drive axles, gas tanks, sub-frame assemblies, and body components (i.e., bumper covers, fenders, doors). Perform major engine overhauls as necessary.

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	<p>Connect power sources and perform a complete functional test on vehicle and electrical components for proper operation. Identify and perform needed repairs; refer any dealer repairs.</p> <p>Perform advanced journey person level diagnostics to include troubleshooting and correcting installation and operation issues utilizing test lights, digital/analog amp meters, and wiring schematics to determine causes of malfunction and perform necessary repairs.</p> <p>Perform complete vehicle and component inspection for proper function, fit, consistency, quality of workmanship, and safety.</p>
10%	<p>Assist the LAM with administrative functions which may include the coordination of vendor services, repairs, parts, and procurement of equipment and supplies. Assist with data entry into Fleet Focus and required inventories. Assist with logistical duties to include organization of tools, parts, supplies, consumables, and shop equipment.</p>
10%	<p>Read and interpret computer-generated work orders and, according to configuration, collect and pre-assemble center console display and control assembly bracketry, wiring harnesses, radio mounting trays, antenna mounting assemblies, shotgun/rifle bracketry, spotlight assemblies, and wig wag lighting assemblies.</p>
	<p><u>Non-Essential Functions</u></p>
5%	<p>Performs other job related duties within the scope of the classification, as assigned.</p>
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
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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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