

DUTY STATEMENT

CHP 129 (Rev. 5-19) OPI 097

CURRENT

COMMAND/ORGANIZATIONAL UNIT Southern Division - Special Operations - 510		DIVISION Southern Division			
CIVIL SERVICE CLASSIFICATION TITLE Commercial Vehicle Inspection Specialist		BARGAINING UNIT R12	TENURE Permanent	TIME BASE Full-Time	INTERMITTENT HOURS PER MONTH
POSITION NUMBER 388-501-6854-002		CURRENT DATE 01/16/2026			
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 Southern Division Commercial Unit.

SUPERVISION RECEIVED
The Commercial Vehicle Inspection Specialist reports directly to and receives the majority of their assignments from the Southern Division Commercial Unit 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 will work with minimal supervision and have to maneuver in awkward positions to complete NAS inspections. 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
Willingness to work well with others; willingness to obey orders given by a superior; willingness to learn; honesty; integrity; enthusiasm; tact; reliability; flexibility; professional demeanor; good judgment; impartiality; and personal appearance commensurate with departmental policy.

PERCENTAGE OF TIME PERFORMING DUTIES	Essential Functions
45%	Applies adopted Federal and State regulations/laws while inspecting and testing all types of braking systems, suspension, steering, coupling devices, structural integrity of commercial vehicles, and required lighting systems.
30%	Conducts inspections of commercial vehicles to ensure compliance with adopted Federal regulations and State laws relating to size, weight and loading requirements.
10%	Reviews operator's licenses, registration documents, medical certification, log books, specific licenses and bills of lading to ensure compliance with law.
5%	Researches, analyzes and applies rules and regulations pertinent to commercial vehicles when conducting inspections and responding to inquiries.
5%	Completes daily forms to record inspection results and to collect statistical data for the Department. Refers violations to an officer for enforcement action.
	Non-Essential Functions
5%	Performs other job-related duties, within the scope of the classification, as assigned.

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Commercial Vehicle Inspection Specialist

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388-501-6854-002

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