

DUTY STATEMENT

CHP 129 (Rev. 5-19) OPI 097

CURRENT

COMMAND/ORGANIZATIONAL UNIT Gold Run Area		DIVISION Valley		
CIVIL SERVICE CLASSIFICATION TITLE Automotive Technician II		BARGAINING UNIT R12	TENURE Permanent	TIME BASE Full-Time
POSITION NUMBER 388-221-6830-001		CURRENT DATE 10/10/2025		
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 supervision of the sergeant(s), the Automotive Technician II is responsible for performing routine maintenance on automotive equipment, arrange scheduling of vehicle repairs and service to provide maximum equipment availability, make minor repairs, and maintain records of parts, inventories, fleet mileage records, dealer repairs, and warranty service for the Gold Run Area. Perform other duties as requested or required for the office.

SUPERVISION RECEIVED
The Automotive Technician II reports directly to and receives the majority of their assignments from the sergeant(s).

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. Additionally, the Gold Run Area receives snowfall in the winter which may affect driving conditions.

SPECIAL PERSONAL CHARACTERISTICS
Demonstrated ability to solve mechanical issues, work independently, and have attention to detail.

PERCENTAGE OF TIME PERFORMING DUTIES	Essential Functions
25%	Maintain a fleet of vehicles by washing vehicle interior and/or exterior and equipment as needed, inspecting interior for residual contraband and/or weapons; checking tire pressure, brakes, steering; and maintaining front end alignment to maximize tire mileage. Perform visual inspections of each piece of automotive equipment on a daily basis. Arrange for correction and/or repair or recorded defects, and report unrecorded damage to the shift supervisor.
20%	Monitor equipment mileage to recommend and/or set up routine and/or necessary maintenance as needed. Deliver equipment to dealers and service providers for service and repair. Maintain the shop area by ensuring tools are adequately maintained and are in safe operational order, tools are properly stored when not in use, and shop area is hazard free.
15%	Maintain the Motor Transport and Flat Rate references by utilizing the Fleet Focus system, service bulletins, dealer flat rate repair sheets, and vehicle recall and/or vehicle update notices from Fleet Operations Section. Maintain and submit the monthly mileage report. Review all automotive invoices to ensure accuracy. Post and maintain the Vehicle Maintenance records; review records for accuracy and enter into Fleet Focus system the following forms; CHP 33, Drivers Equipment Check; CHP 33C, Emergency Response Personnel/Equipment Information; CHP 33D, Daily Gasoline Inventory; CHP 33E, Vehicle Inspection Checklist; CHP 33F, Monthly Gasoline Inventory; CHP 33H, Weekly Gasoline Reconciliation forms; and credit slips.
15%	Oversee equipment installation including the assembly, installation, removal; and repair of special enforcement and emergency equipment on motor vehicles; recondition used vehicles; and perform the more complex installation functions including fabrication of new equipment installation techniques.
10%	Coordinate radio equipment repair with radio technicians. Prepare job estimates and identifying the scope of work included in an estimate. Coordinate warranty, recall, and major repairs with service providers.

DUTY STATEMENT

CHP 129 (Rev. 5-19) OPI 097

8%	Maintain adequate inventory of first aid supplies, flares, emergency blankets, batteries, oil, tires, air filters, and other automotive parts necessary for fleet by reviewing existing inventory and submitting order requests to replenish supplies as necessary.
5%	Coordinates with Motor Transport Section for bids and sale of damaged vehicles.
<u>Non-Essential Functions</u>	
2%	Perform other job related duties within 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
-------------------------	------------------------	------