

DUTY STATEMENT

CHP 129 (Rev. 5-19) OPI 097

CURRENT

COMMAND/ORGANIZATIONAL UNIT San Jose Area		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 388-340-6830-002	CURRENT DATE 04/18/2022			
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 Administrative Sergeant, the Automotive Technician II is responsible for performing vehicle inspections and repairs, coordinating vendor repairs and services, maintaining an inventory of automotive equipment and supplies, and managing records for the San Jose Area.

SUPERVISION RECEIVED
The Automotive Technician II reports directly to and receives the majority of their assignments from the Sergeant. However, direction and assignments may also come from the Lieutenants and/or Captain.

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
A high level of creativity and craftsmanship, and physical agility, as work is done in tight compartments (vehicle interiors, engine compartments and trunks), and ability to work independently with minimal supervision, and flexibility to work on several projects simultaneously; Must demonstrate honesty, integrity, and good interpersonal skills.

PERCENTAGE OF TIME PERFORMING DUTIES	Essential Functions
40%	Maintain a fleet of vehicles in accordance to HPM 31.1., Motor Transport Manual. Diagnose, inspect, and perform minor repairs and adjustments on motor vehicles and equipment. Responsible for Mobile Digital Computer (MDC), Radar, and Consolidated Patrol Vehicle Environment (CPVE) radio installation in all vehicles. Provide functional repairs on the motorcycle fleet. Schedule and verify maintenance and repairs through outside vendors. Assemble, install, repair and or remove special automotive equipment. Conduct comprehensive safety inspections of fleet. Change flat or damaged tires as needed. Ensure all vehicles are returned to service in a timely manner. Road test vehicles as necessary to ascertain defects or check completed repairs. Check warranty requirements and daily vehicle deficiency reports and secure needed adjustments and repairs.
25%	Maintain records of vehicle repairs/maintenance in vehicle files and California Highway Patrol (CHP) fleet database. Requisition/Purchase automotive supplies. Examine all repair billings to ensure optimum cost/quality maintenance level is maintained. Ensure adequate on-hand inventory commensurate with fleet needs, and provide for timely sale of used materials (tires, rotors, batteries, etc.). Maintain supply of mounted tires. Maintain up-to-date copies of CHP fleet related Information Bulletins.
15%	Schedule and deliver vehicles for necessary maintenance and approved complex repairs to authorized facilities. Deliver and pick up vehicles and automotive part/supplies at CHP Fleet Operations Section in Sacramento. Strip State equipment from wrecked vehicles prior to selling. Inventory and return equipment to Fleet Operations Section as required.
10%	Maintain fuel island, to include adequate supply of fuel, fuel logs and miscellaneous supplies. Maintain the Area's fuel records and coordinate fuel shipments. Underground fuel tank level to be checked each business day and reconciled against meter readings. Coordinate fuel shipments and pick up of hazardous waste. Check emergency generator weekly for proper operation, including propane fuel level and oil level.
5%	Maintain an accurate and current inventory of all tools, parts, fuel, and associated automotive supplies; ensure proper and accurate records of such inventories. Maintain strict inventory control of all vehicles, parts, tools and shop equipment.

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5%	<p><u>Non-Essential Functions</u></p> <p>Other job-related duties within the scope of the classification.</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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