

DUTY STATEMENT

CHP 129 (Rev. 5-19) OPI 097

CURRENT

COMMAND/ORGANIZATIONAL UNIT San Francisco 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 388-335-6830-XXX	CURRENT DATE 02/02/2023			
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 Administrative Sergeant, the Automotive Technician II is responsible for vehicle inspections and repairs; coordinates vendor repairs and services; maintains a supply of automotive equipment and supplies; and keeps records associated with vehicle fleet operations for the San Francisco Area.

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

PERCENTAGE OF TIME PERFORMING DUTIES	Essential Functions
55%	Ensure the automotive fleet is in a safe and well maintained operating condition. Provide functional repairs on the motorcycle fleet (primary repairs performed by an outside vendor). Inspect damaged vehicles and ascertain the most cost effective repairs; make damage repairs on-site whenever possible. Ensure the shotgun is removed from enforcement vehicles taken to a vendor for repairs; store the shotgun in the Area's shotgun locker. Maintain an inventory of required items to include, but not be limited to the following: tires, batteries, light bulbs, headlights and vehicle cleaning supplies. Maintain an inventory of items allowed to be purchased from vendors and stored at the Area, including but not limited to: brake pads, rims, oil filters, air filters, and fuel filters.
20%	Ensure the fleet is clean and presentable. Check the status board regularly and notify supervisors when an abuse problem is detected that has not been previously reported.
10%	Maintain the Area's fuel records and submit them for review in a timely manner. Duties to include, but not be limited to: physically "sticking" (measuring) the fuel tank to determine gasoline volume; maintaining an inventory sheet at the gasoline pumps to record gasoline/oil consumption; conducting weekly testing and recording of the gasoline station's emergency generator for 15 minutes; notifying a supervisor when the propane is low; maintaining the entire gasoline station area in a clean, safe, and serviceable condition; notifying a supervisor of any discrepancies; and ordering fuel/oil from vendors in a timely manner.
5%	Coordinate with the State Radio Shop for required repairs. Maintain the entire Automotive Technician area and office in a clean, safe, and presentable condition.
5%	Provide assistance to the Area's Maintenance Worker by making minor facility repairs, providing tools, and moving or carrying heavy objects.

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5%	<u>Non-Essential Functions</u> Other job-related duties within the scope of the classification.
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
Lieutenant Ross Ingels		02/09/2022