

**CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION**

POSITION DUTY STATEMENT - General

PROPOSED

CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM Facility Support		POSITION NUMBER (Agency-Unit-Class-Serial) 065-212-6892-005		MCR / HCR
DIVISION / UNIT  Division of Adult Institutions / Statewide Transportation Unit		CLASSIFICATION TITLE Inspector of Automotive Equipment		
		WORKING TITLE Inspector of Automotive Equipment		
		TIME BASE / TENURE PFT	CBID R12	WWG
LOCATION Hub Locations: NTH, CTH, STH		INCUMBENT		EFFECTIVE DATE
<b>CDCR'S MISSION, VISION and COMMITMENT</b>				
<p><b>Mission</b> To facilitate the successful reintegration of the individuals in our care back to their communities equipped with the tools to be drug-free, healthy, and employable members of society by providing education, treatment, rehabilitative, and restorative justice programs, all in a safe and humane environment.</p> <p><b>Vision</b> We enhance public safety and promote successful community reintegration through education, treatment, and active participation in rehabilitative and restorative justice programs.</p> <p><b>Commitment</b> CDCR and CCHCS are committed to transforming the correctional landscape to create safer, more professional, and more fulfilling environments for our employees, the incarcerated population, and those supervised in our communities. Through systemwide improvements grounded in proven and emerging practices, we aim to strengthen rehabilitation, enhance workplace satisfaction, and support successful reentry into the community through our institutions, parole, and community partnerships. Our shared mission is to promote safety, wellness, and human dignity while fostering positive change for all those who live and work within our institutions and communities.</p> <p>CDCR and CCHCS are committed to building an inclusive respectful workplace. We are determined to attract and hire candidates from all communities and empower employees from a variety of backgrounds, perspectives, and personal experiences. We are proud to foster inclusion and drive collaborative efforts at all levels of the Department.</p>				
<b>DIVISION OVERVIEW</b>				
<p>Under the supervision of the Senior Inspector of Automotive Equipment (SIAE) located in Headquarters, the Inspector of Automotive Equipment (IAE) is responsible for overseeing the maintenance and inspection of the Transportation Unit (TU) vehicle fleet at each district hub. The duties include daily inspection of vehicles to determine their serviceability, current operating condition, and conformity with established mechanical maintenance policies. The IAE will also develop maintenance schedules and determine methods for the most cost-effective manner to facilitate needed service and vehicle repair. The IAE will also respond to immediate vehicle repair needs as reported by field staff, maintain logs on all relevant data collected, work with the Office of Fleet Administration (OFA) for expense authorizations and assist Fleet Inspectors and vendors in maintaining the TU buses and vans. There is one position located at each district hub within TU. Each position is required to obtain and keep current a Class B Commercial Driver's License for the purpose of transporting, servicing, and the maintenance of the TU fleet.</p>				

<b>GENERAL STATEMENT</b>		
<p>The IAE is under the direction of the Senior Inspector of Automotive Equipment. The IAE will work directly with their respective Hub Lieutenant and Hub Utility Officer in inspecting and maintaining the safety of the TU Fleet at each hub. The IAE will respond to immediate vehicle repair needs as reported by field staff; authorize repair expenses with the guidance of the SIAE and OFA.</p>		
% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first.	
35%	<p>Gather and track data for the assigned Hub consisting of repairs/preventative maintenance, vehicle mileage, vehicle condition reports, weekly bus assignment manifest, bus washing, maintenance and repair invoices, monthly fleet condition reports, and all vehicle records. Utilizing this data to prepare various vehicle reports for Management as requested. Maintain records for all assigned Hub vehicle accidents and serve as liaison with the Department of Risk and Insurance Management on all TU vehicle accidents. Prepare and/or implement vehicle repair and maintenance schedules, maintaining logs on all relevant data collected, working with the OFA for expense authorizations and assisting Fleet Inspectors and vendors in maintaining the district hub buses and vans.</p>	
35 %	<p>Respond to immediate vehicle repair needs as reported by field staff; authorize repair expenses with the guidance of the SIAE and OFA.</p>	
20%	<p>Maintain and update the equipment, tools, and key inventories as related to the assigned hub vehicles. Work with the headquarters Procurement Analyst to collect bids for equipment, such as tires, oil, antifreeze, and other supplies required for vehicle operations.</p>	
5%	<p>Prepare invoices for approval by the SIAE. Maintain district hub Vehicle Invoice Tracking Log. Other related duties as assigned. Travel may be required.</p>	
5%	<p>Perform administrative duties including, but not limited to: adhere to Department policies, rules and procedures; submit administrative requests including leave, travel, and training in a timely and appropriate manner; accurately report time and submit timesheets by the due date.</p>	
<b>SPECIAL PERSONAL CHARACTERISTICS</b>		
<ul style="list-style-type: none"> <li>• Influence, change, and strengthen the community. Set an example each day through positive and pro-social role modeling, utilizing dynamic security concepts through observation and building rapport.</li> <li>• Willingness to play a significant role in the collaborative efforts toward rehabilitation and public safety enhancement.</li> <li>• Ability to facilitate conversations as a coach and mentor, engaging in a respectful and understanding manner.</li> <li>• Ability to build trust, improve communication, and assist with the transformation of correctional culture.</li> </ul>		
<b>SPECIAL REQUIREMENTS</b>		
<ul style="list-style-type: none"> <li>• CDCR does not recognize hostages for bargaining purposes. CDCR has a "NO HOSTAGE" policy, and all incarcerated people, visitors, non-employees, and employees shall be made aware of this.</li> </ul>		
<b>CONSEQUENCE OF ERROR</b>		
<ul style="list-style-type: none"> <li>• Consequences of error may result in loss of time and could cause significant delays in program production. Such delays can result in inefficient use or misdirection of department resources resulting in the inability to meet efficiency and timeline goals, and varying degrees of negative financial impacts to the department.</li> </ul>		
<b>To be reviewed and signed by the supervisor and employee:</b>		
<b>EMPLOYEE'S STATEMENT:</b>		
<ul style="list-style-type: none"> <li>• <i>I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH MY SUPERVISOR AND RECEIVED A COPY OF THIS DUTY STATEMENT.</i></li> </ul>		
<b>EMPLOYEE'S NAME (Print)</b>	<b>EMPLOYEE'S SIGNATURE</b>	<b>DATE</b>

**SUPERVISOR'S STATEMENT:**

- *I CERTIFY THIS DUTY STATEMENT REFLECTS CURRENT AND AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION*
- *I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE A COPY OF THIS DUTY STATEMENT.*

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
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