

DUTY STATEMENT

CHP 129 (Rev. 5-19) OPI 097

CURRENT

COMMAND/ORGANIZATIONAL UNIT Woodland Area / 280		DIVISION Valley Division		
CIVIL SERVICE CLASSIFICATION TITLE Automotive Technician II		BARGAINING UNIT R12	TENURE Permanent	INTERMITTENT HOURS PER MONTH Full-Time
POSITION NUMBER 388-280-6830-001		CURRENT DATE 02/06/2023		
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 general direction of the Commander, the Automotive Technician II is responsible for maintaining a fleet of vehicles and performing preventative maintenance for the Woodland Area.

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

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	<u>Essential Functions</u>
45%	Inspect vehicles and diagnose problems; make necessary mechanical, electrical, and cosmetic service/repairs; schedule fleet maintenance/repairs by private vendors; complete and maintain necessary fleet documentation/records.
30%	Install, remove, inspect, troubleshoot, test, and repair special equipment; conduct comprehensive safety inspections and test new vehicles; recondition used and surveyed vehicles to prepare them for sale and/or return to Fleet Operations Section.
10%	Operate hydraulic, electric, pneumatic, and hand-powered tools/equipment normally used to diagnose, repair, and maintain a fleet of vehicles.
5%	Project and evaluate the cost effectiveness of maintenance and repair work performed on the fleet. Locate and secure repair/maintenance services from outside vendors who can perform work which exceeds the capabilities of the command.
5%	Identify and order parts, chemicals, fluids, tires, and fuel used to operate, service, and maintain fleet vehicles.
	<u>Non-Essential Functions</u>
5%	Performs other duties within the scope of the classification, as assigned.
TOTAL	100%

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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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