

**DUTY STATEMENT**

CHP 129 (Rev. 5-19) OPI 097

COMMAND/ORGANIZATIONAL UNIT <b>FLEET OPERATIONS SECTION/074</b>		DIVISION <b>ADMINISTRATIVE SERVICES DIVISION</b>		
CIVIL SERVICE CLASSIFICATION TITLE <b>Automotive Technician II</b>		BARGAINING UNIT <b>R12</b>	TENURE <b>Permanent</b>	TIME BASE <b>Full-Time</b>
POSITION NUMBER <b>388-075-6830-002</b>		CURRENT DATE <b>10/24/2024</b>		
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 direction of the Senior Inspector of Automotive Equipment, the Automotive Technician II is responsible for reconditioning used departmental vehicles in preparation for sale at public auction. This involves the removal of enforcement equipment, performing mechanical and electrical repairs, and scheduling repairs with vendors for the Torrance Fleet Operations.

**SUPERVISION RECEIVED**  
The Automotive Technician II reports directly to and receives the majority of their assignments from the Senior Inspector of Automotive Equipment. However, direction and assignments may also come from the Program Manager.

**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
60%	Inspect run-out vehicles for safety related items, necessary mechanical repairs, and body damage. Perform minor mechanical and electrical repairs and adjustments necessary to prepare vehicles for public sale. Schedule major engine and powertrain component repairs with private vendors. Maintain necessary vehicle fleet records.
30%	Disassemble vehicle interior and body trim to gain access to equipment. Recover, process, and document any drugs, weapons, or other paraphernalia found in the vehicle during the disassembly process. With the use of power tools, hand tools, and other related equipment, remove all emergency equipment, i.e., radio equipment, mobile digital computer system, mobile communications system, radar speed monitoring unit, roof light, siren, scanner, wiring circuit, brackets, and prisoner restraint system. Remove decals from vehicles. Restore original wiring circuit and repair damaged wiring. Modify equipment configuration for reassignment purposes. Design and fabricate metal brackets and equipment for installation into vehicles.
5%	Disassemble vehicle interior and body trim to gain access to equipment. Recover, process, and document any drugs, weapons, or other paraphernalia found in the vehicle during the disassembly process. With the use of power tools, hand tools, and other related equipment, remove all emergency equipment, i.e., radio equipment, mobile digital computer system, mobile communications system, radar speed monitoring unit, roof light, siren, scanner, wiring circuit, brackets, and prisoner restraint system. Remove decals from vehicles. Restore original wiring circuit and repair damaged wiring. Modify equipment configuration for reassignment purposes. Design and fabricate metal brackets and equipment for installation into vehicles.
	<b>Non-Essential Functions</b>
5%	Other job-related duties as required.
<b>TOTAL</b>	<b>100%</b>

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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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