

DUTY STATEMENT

CHP 129 (Rev. 5-19) OPI 097

CURRENT

COMMAND/ORGANIZATIONAL UNIT Newhall Area		DIVISION Southern		
CIVIL SERVICE CLASSIFICATION TITLE Automotive Technician II	BARGAINING UNIT R12	TENURE Permanent	TIME BASE Full-Time	INTERMITTENT HOURS PER MONTH
POSITION NUMBER 388-540-6830-001	CURRENT DATE 01/09/2025			
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 Administrative Sergeant, the Automotive Technician II is responsible for maintenance and operations of the patrol car fleet for the Newhall 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 Area Sergeants, Lieutenant, and/or Commander 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	<u>Essential Functions</u>
45%	Maintain the fleet of automobiles and inventory of automobile accessories and equipment in a condition necessary for effective operation. This includes scheduling patrol vehicle maintenance, repair and replacement. Monitor vehicle mileage and request replacement of run out vehicles as required. Examine vehicles reported defective or damaged. Make repairs and adjustments within the capabilities of skill, knowledge, tools and availability of parts. Complete routine services at the Area office when practical.
15%	Maintain coordination with companies providing service and repairs to vehicle equipment. Insure proper servicing and repair by commercial garages. Makes daily checks to determine how much fuel is in the underground tank. Monitor daily gasoline usage, prepare monthly report and order gasoline from vendor.
15%	Maintain required records, maintenance and service records as required. Review repair order invoices and job tags for complete and correct entries. Insure that an inspection has been conducted on all assigned cars at least once per month. Prepare and audit all required monthly reports and forward to Motor Transport section as required. Obtain required estimates for vehicles involved in collisions and submit for approval prior to repair. Prepare documentation for survey of vehicles that are beyond economical to repair.
10%	Perform safety inspections of the under carriage of all vehicles placed out of service due to involvement in a pursuit. Clean and organize vehicle passenger compartment and trunk interior. Replenish fuse and first aid supplies. Check fire extinguisher.
10%	Arrange for required maintenance or repair of service island equipment. Order repair parts and materials for fleet vehicles and maintain the inventory of same.
	<u>Non-Essential Functions</u>

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5%	Other job related duties as assigned.
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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