

**DEPARTMENT OF DEVELOPMENTAL SERVICES
PORTERVILLE DEVELOPMENTAL CENTER**

Job Duty Statement
Automotive Equipment Operator II

WORKING JOB TITLE:

Automotive Equipment Operator II (AEO II)

EMPLOYEE NAME:

JOB CLASSIFICATION:

Automotive Equipment Operator II
CalHR Classification Code 6391

GENERAL STATEMENT OF DUTIES:

The Automotive Equipment Operator II (AEO II), under general direction of the Auto Pool Manager, is responsible for supervising the transporting of goods and equipment utilizing trucks or other modes of transportation by planning and coordinating operations. Dispatches drivers in response to facility needs, sees that vehicles are properly serviced, prepares and initiates work orders for mechanical maintenance of vehicles, assists with the preparation of budget requests with respect to automotive equipment. The AEO II ensures that deliveries are made safely and efficiently to their destinations. Provides assignments to ensure schedules meet the transportation needs of Porterville Developmental Center (PDC). When driving, the AEO II must possess excellent driving skills, a thorough understanding of safety protocols, and the ability to maintain focus and alertness during routes. The AEO II may operate and service passenger vehicles, trucks, small-wheeled tractors, and similar motor equipment. The AEO II does general laboring work and assists with moving supplies and equipment. During the course of work, the AEO II enters the Secured Treatment Program of PDC; therefore, they must be ever mindful of the need to protect and maintain the safety of persons and property while conducting routine business.

WORK LOCATION AND TIMES:

Assigned to the PDC's General Services/Transportation Department. Works an assigned shift/schedule as assigned. Overtime, weekend, and holiday work may be required. Work assignment may be subject to call back based on the operational needs of PDC. PDC General Services/Transportation Department core business hours are Monday through Friday from 7:00am until 3:30pm.

SUPERVISION RECEIVED:

Reports directly to Auto Pool Manager or designee

SUPERVISION EXERCISED:

May act as a lead as designated

TYPICAL PHYSICAL DEMANDS:

Persons appointed to positions in this class must be reasonably expected to have and maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or others. Requires finger dexterity and hand-eye coordination. Involves lifting of up to 50 pounds alone. Lifting may often be combined with pushing, pulling, bending, stooping, squatting, grabbing, carrying, kneeling, twisting, and reaching at, or above, shoulder level. Includes bending and

twisting, sitting, standing, and walking most of the time, with, or working on, irregular surfaces, and periodically requires extraordinary physical activity.

TYPICAL WORKING CONDITIONS:

Incumbents will be exposed to all Clinical and Support services areas of the facility. Potential exposure to communicable diseases, blood borne pathogens and other conditions common to a clinical nursing environment. Ongoing interaction with personnel and the general public. This position requires problem solving skills and ability to communicate effectively. Requires working with all levels of personnel within the organization while maintaining effective communication to meet objectives. Must display tact and patience.

JOB CHARACTERISTICS:

Must be able to effectively communicate at a level required for successful job performance. Must have knowledge of: Operating, servicing, and making minor adjustments and repairs on various kinds of automotive equipment, including passenger vehicles and trucks.

LICENSING REQUIREMENT

Possession of a driver license valid for operation of any bus designed to carry more than 15 passengers, any single vehicle with three or more axles, any such vehicle towing another vehicle weighing less than 6,000 pounds gross.

ESSENTIAL DUTIES: (80%)

20% Operation

- Inspects equipment and facilities to determine condition and need for repairs
- Operates delivery trucks in the transportation of
- Makes off-grounds trips to pick-up or deliver vehicles and various items which may include out of town travel
- Provides passenger transportation to various activities both on grounds and off grounds
- Transports passengers, moves, loads and un-loads miscellaneous supplies, commissary, furniture, other materials and keeps simple records
- Utilizes mechanical ability to solve issues
- Follows oral and written directions
- Applies provisions of the Motor Vehicle Code pertaining to the operation of vehicles on the highway/roadway

20% Delivery

- Loads and unloads vehicles correctly and safely
- Displays proper body mechanics in lifting and carrying
- Delivers various loads of supplies and equipment including laundry, food, carts, Commissary, storeroom supplies, property, furniture items and other materials

20% Service, Maintenance and Repair

- Services, washes, and performs minor repairs to vehicles and equipment
- Keeps simple service, maintenance and/or repair records or logs as needed
- Cleans work areas and follows all safety and sanitation standards
- Operates, services, washes vehicles
- Makes minor adjustments and repairs to passenger vehicles, trucks, or any other type of automotive equipment

20% Administrative

- Ensures the safety and welfare of the personnel for whom they are responsible as they perform their work tasks
- Provides adequate "in-service" training to ensure up-to-date skills and performance of their area of work
- Prepares and disseminates required reports, correspondence, and information
- Implements all State, PDC, Federal and local laws, regulations, policies and guidelines which affect the facility
- Represents General Services on external, facility or departmental committees or groups and other assignments as designated
- Maintains licensure
- Maintains compliance with all required training
- Meets and deals effectively with those contacted in the course of business
- Keeps records of equipment and operating data
- Thinks and acts quickly in emergencies
- Maintains security of working areas and work materials
- Inspects premises and conducts searches of vehicles to prevent escape of individuals
- Assists with preparation of budget with respect to automotive equipment

TYPICAL TASKS (20%)

- Attends meetings and work groups as assigned
- Keeps accurate records and prepare reports
- Reads shop drawings and works from plans and specifications
- Understands and carries out oral and written directions
- Participates in activities requiring generalized manual labor
- Analyzes situations accurately and adopts an effective course of action
- Serves as the Automotive Pool Manager in their absence as designated
- Completes other duties as required

Employee and Supervisor acknowledge that by signing the Duty Statement that they have discussed and agree to the expectations of the position.

EMPLOYEE SIGNATURE: _____

DATE: _____

SUPERVISOR SIGNATURE: _____

DATE: _____

REFERENCES:

Job Specification: Automotive Equipment Operator II CC 6391, Organizational Chart
Revised 7/8/2026