

DUTY STATEMENT

CHP 129 (Rev. 5-19) OPI 097

CURRENT

COMMAND/ORGANIZATIONAL UNIT Fleet Operations Section		DIVISION Administrative Services Division			
CIVIL SERVICE CLASSIFICATION TITLE Automotive Technician I		BARGAINING UNIT R12	TENURE Permanent	TIME BASE Full-Time	INTERMITTENT HOURS PER MONTH
POSITION NUMBER 388-074-6832-011		CURRENT DATE 05/13/2025			
DESIGNATED POSITION FOR CONFLICT OF INTEREST ☐ YES ☒ NO	CONFIDENTIAL DESIGNATION ☐ YES ☒ NO	FOR SELECTION STANDARDS AND EXAMINATIONS SECTION USE ONLY			
		APPROVED BY			DATE

FUNCTION OF POSITION

Under the general direction of the Electronics Technician Supervisor, the Automotive Technician I is responsible for the continued assembly of wiring configurations, maintenance of emergency warning light systems, construction of processor controlled interfaces, recondition of reused emergency components, and vehicle pre-delivery inspection for the electrical assembly area.

SUPERVISION RECEIVED

The Automotive Technician I reports directly to and receives the majority of their assignments from the Electronics Technician Supervisor. However, direction and assignments may also come from the Senior Automotive Equipment Standards Engineer.

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

35%	Manufacturing: Following prepared schematics, assemble multi-wire harness assemblies to interface with specific equipment configurations on 1,500 vehicles annually. Assemblies consist of relays, fuse panels, equipment timers, chokes, diodes, connectors, and switches for use in vehicle internal/external applications. Interpret manufacturer/ departmental wiring schematics to ensure the proper interface of police emergency equipment while staying within boundaries established by the Society of Automotive Engineers and California Title 13. This requires functional knowledge and safe operation of computerized high speed wire prepping/cutting machines and cable soldering apparatus.
25%	Emergency Warning Light Systems: Inventory (using computerized bar coding technology), assemble, function test, recondition, or modify warning lights, including, but not limited to, processor-controlled roof lights, rear facing package shelf lights, mirror red lights, halogen/strobe motorcycle lights, alternating headlamp flashing systems, and halogen spotlights. This requires the knowledge and operation of lighting systems on a test bench. Vehicle/motorcycle manufacturers' specifications and any electrical/computerized operational characteristics must be common knowledge to ensure no problems result from installation of the warning light system in emergency vehicles. Operate and interpret readings from digital/analog multi-testers, voltage probes, oscilloscopes, and other specialized electrical testing apparatus.
25%	Recondition/reassemble: Inspect, disassemble, refurbish, reassemble and test all reusable emergency systems. Emergency systems include, but are not limited to, siren speakers, rifle/shotgun locks, interface components, multiple light assemblies, multi-wire harnesses, interface components, radio/scanner cables, radar components/cables, computer docking components, and vehicle locator systems.
10%	Equipment Interface: Assemble and install emergency equipment interface components which include containment box, interface processor, multiple fuse holders, positive/negative junction block, and all related multi-wire harnesses. Function test all circuits to ensure proper operation prior to installation in various types of departmental vehicles.

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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.

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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