

## DUTY STATEMENT

CHP 129 (Rev. 5-19) OPI 052

CURRENT

|                                                                                                                     |  |                                                                                                 |                     |                                                           |                              |
|---------------------------------------------------------------------------------------------------------------------|--|-------------------------------------------------------------------------------------------------|---------------------|-----------------------------------------------------------|------------------------------|
| COMMAND/ORGANIZATIONAL UNIT<br>Donner Pass Commercial Vehicle Enforcement Facility (CVEF)                           |  | DIVISION<br>Valley Division                                                                     |                     |                                                           |                              |
| CIVIL SERVICE CLASSIFICATION TITLE<br>Commercial Vehicle Inspection Specialist                                      |  | BARGAINING UNIT<br>R12                                                                          | TENURE<br>Permanent | TIME BASE<br>Full-Time                                    | INTERMITTENT HOURS PER MONTH |
| POSITION NUMBER<br>388-223-6854-XXX                                                                                 |  | CURRENT DATE<br>07/01/2026                                                                      |                     |                                                           |                              |
| DESIGNATED POSITION FOR CONFLICT OF INTEREST<br><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO |  | CONFIDENTIAL DESIGNATION<br><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 close supervision of the sergeant, the Commercial Vehicle Inspection Specialist is responsible for performing inspections of commercial vehicles to determine if they comply with applicable size, weight, loading, registration, safety, and equipment requirements for the Donner Pass CVEF.

### SUPERVISION RECEIVED

The Commercial Vehicle Inspection Specialist reports directly to and receives the majority of their assignments from the sergeant.

### SUPERVISION EXERCISED

N/A

### WORKING CONDITIONS

Inspections are completed both indoors and outdoors under various weather and environmental conditions.

### SPECIAL PERSONAL CHARACTERISTICS

Emotional control, tolerance for unpleasant working conditions (e.g., noise, exhaust fumes, confined spaces, extremes of temperature), attention to detail, and patience.

### PERCENTAGE OF TIME PERFORMING DUTIES

#### **Essential Functions**

|     |                                                                                                                                                                                                                                                                                                                          |
|-----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 40% | Conducts inspections of commercial vehicles as part of the Department's Commercial Enforcement Program to ensure the safe operation of commercial vehicles. Monitors commercial vehicles for compliance with State and Federal laws relating to size, weight, loading, registration, safety, and equipment requirements. |
| 40% | Applies State and Federal regulations/laws while inspecting all types of commercial vehicle brake systems, steering components, suspension/frame components, lighting devices, and loaded materials. Reviews operator licenses, hours of service, and bills of lading to ensure compliance with rules and regulations.   |
| 5%  | Researches, analyzes, and applies statutory regulations related to commercial vehicles when conducting inspections and responding to inquiries.                                                                                                                                                                          |
| 5%  | Maintains vehicle inspection lanes which includes sweeping, wet mopping, hose wash down, and spot cleaning for safety purposes.                                                                                                                                                                                          |
| 5%  | Completes daily forms to record inspection results and to collect statistical data.                                                                                                                                                                                                                                      |

#### **Non-Essential Functions**

|    |                                                                            |
|----|----------------------------------------------------------------------------|
| 5% | Performs other duties within the scope of the classification, as assigned. |
|----|----------------------------------------------------------------------------|

**TOTAL** 100%

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## Commercial Vehicle Inspection Specialist

388-223-6854-XXX

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 |
|-----------------------|----------------------|------|

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 |
|-------------------------|------------------------|------|