

**DUTY STATEMENT
CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS**

PART A	
Position No: 573-243-6393-011	Date:
Class: Automotive Equipment Operator I	Name:
Under direction of the Automotive Pool Manager I, the Automotive Equipment Operator I (AEO I) will operate and service passenger vehicles, trucks, small-wheeled tractors, and similar motor equipment. Perform miscellaneous manual labor which includes heavy lifting (100+ lbs.), bending, walking, standing, sitting, twisting, squatting, kneeling, climbing and providing messenger services. May be required to work four, ten hour days.	
Percentage of time performing duties:	ESSENTIAL FUNCTIONS
45%	Operate, service, wash and make minor adjustments and repairs to passenger vehicles and various kinds of automotive equipment. Provide pickup and delivery services for various types of materials and furnishings throughout the facility. Load, unload, and deliver laundry, ice, food, furniture, freight, farm products, gravel, rubbish, and other materials as needed. Deliver equipment, supplies, hot/cold food, and soiled/clean linens in a safe, secure, and timely fashion.
30%	Transport passengers to/from social functions, recreational events, and medical appointments (on and off grounds), etc. Responsible for the safe, secure and timely transportation of ambulatory and non-ambulatory residents. Assist wheelchair bound residents, staff, and visitors onto the bus using the wheelchair lift device. Ensure that mobility devices are secured properly using the Q'Straint system.
20%	Follow a strict and precise time schedule. Keep simple records. May lead the work of helpers. Working overtime is a requirement for this position.
NON-ESSENTIAL FUNCTIONS	
5%	Other related duties as assigned.

Revised 8/27/18

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PART B - PHYSICAL AND MENTAL REQUIREMENTS OF ESSENTIAL FUNCTIONS					
Activity	Not Required	Less than 25%	25% to 49%	50% to 74%	75% or More
VISION: Observe traffic patterns, complete vehicle logs, read codes.					X
HEARING: Listen for unusual noises, emergency vehicles, passengers having difficulties, answer the telephone. Communicate with department manager and staff, provide verbal information.					X
SPEAKING: Communicate with passengers, staff, residents and the public in person or via the telephone; interact in meetings.					X
WALKING: Inspect vehicles, assist the passengers, load and unload the vehicles.			X		
SITTING: Answer telephone and drive vehicles. Work station; meetings; training.				X	
STANDING: Assist passengers, inspect vehicles, load and unload vehicles.			X		
BALANCING: Perform work on a lift, load and unload vehicles, stairs.			X		
CONCENTRATING: Transport passengers, observe traffic, monitor gauges, passengers having difficulties, work around operating machinery, and work with high temperatures.					X
COMPREHENSION: Understand vehicle codes, departmental policies and procedures, safety rules and regulations.					X
WORKING INDEPENDENTLY: Must be able to apply laws, rules, and processes with minimal guidance.					X
LIFTING UP TO 10 LBS:					X
LIFTING 10 - 25 LBS:					X
LIFTING 25 - 50 LBS:					X
FINGERING: Push telephone buttons, copier and computer keyboard.			X		
REACHING: Inspect vehicles, secure wheelchairs, connect seatbelts, and operate lift controls. Answer telephone; use a mouse.			X		
CARRYING: Vehicle tools, parts, furniture, boxes, and equipment.		X			
CLIMBING: Stairs and ladders.			X		
BENDING AT WAIST: Secure wheelchairs, inspect vehicles, minor repairs.				X	
KNEELING: Secure wheelchairs.		X			
PUSHING OR PULLING: Secure wheelchairs and assist passengers. Move boxes, furniture and equipment.				X	
HANDLING: Equipment, furniture, and logs.			X		
DRIVING: Buses, vans, trucks, and cars.					X
OPERATING EQUIPMENT: Various types of automotive equipment; computer, telephone.					X
WORKING INDOORS: Administrative duties, logs, and reports.		X			
WORKING OUTDOORS: Load and unload vehicles (Cars, trucks, vans, and busses).				X	
WORKING IN CONFINED SPACE: Tie down wheelchair and equipment inside vehicle.		X			

I have read and understand the duties listed on this Duty Statement and I can perform these duties with or without reasonable accommodation. (If reasonable accommodation may be necessary, discuss any concerns with the Equal Employment Opportunity Office).

Employee signature _____ Date _____

Supervisor signature _____ Date _____

Human Resources signature _____ Date _____