

DUTY STATEMENT

CHP 129 (Rev. 5-19) OPI 052

CURRENT

COMMAND/ORGANIZATIONAL UNIT Coastal Division / Field Operations Unit		DIVISION Coastal Division		
CIVIL SERVICE CLASSIFICATION TITLE Automotive Technician II		BARGAINING UNIT R12	TENURE Permanent	TIME BASE Full-Time
POSITION NUMBER 388-701-6830-001		CURRENT DATE 05/27/2026		
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 direction of the Field Operations Supervisor, the Automotive Technician II is responsible for maintaining the vehicles, tools and the parts inventory for the Coastal Division Office. The Automotive Technician II is responsible for ensuring all bills and invoices for automotive services and/or repairs are correct, entered into Fleet Focus system, and forwarded promptly to the Fiscal Management Section for payment.

SUPERVISION RECEIVED

The Automotive Technician II reports directly to and receives the majority of their assignments from the Field Operations Supervisor. However, direction and assignments may also come from the Personnel Services Supervisor, and/or the Administrative Lieutenant.

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

55% Reviews vehicle defect reports for necessary repairs to vehicles and inspects and verifies the need for repairs. Maintains all required vehicle maintenance records. Safely operates vehicles and moves them to and from commercial repair facilities if unable to repair locally. Reviews, processes, and maintains copies of all invoices received for work performed by dealers and vendors. Ensures invoices are coded properly and sent to Accounting Section promptly. Enters applicable information in the Fleet Focus or other departmental database system as required by policy. Provides training, guidance and assistance to Area automotive technicians. Review monthly mileage reports for accuracy and completeness. Prepare monthly mileage report for Coastal Division vehicles. Coordinate rotation of pool vehicles as needed. Road tests vehicles each week to determine changes in driving characteristics.

40% Performs minor repairs and services according to policy and applicable schedules. Mounts, balances, and changes tires and maintains an adequate supply of mounted tires for immediate use. Maintains proper inventory and records of spare parts, tires, and petroleum products. Cleans vehicle interiors, trunks, and engine compartments. Ensures vehicles are organized and properly stocked. Ensures automotive shop and office is clean and orderly. Provides regular updates on fleet status to the Field Operations Supervisor. Coordinates the exchange of vehicles with Fleet Operations section. Obtains bids and sells surplus tires, parts, and surveyed vehicles as necessary. Coordinates repair of automotive service equipment as necessary. Prepares parts for shipment. Assists wi

Non-Essential Functions

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

TOTAL 100%

Automotive Technician II

388-701-6830-001

PRINT EMPLOYEE'S NAME	EMPLOYEE'S SIGNATURE	DATE
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PRINT SUPERVISOR'S NAME	SUPERVISOR'S SIGNATURE	DATE
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