

DUTY STATEMENT

CHP 129 (Rev. 5-19) OPI 097

CURRENT

COMMAND/ORGANIZATIONAL UNIT Fleet Operations Section (074)		DIVISION Administrative Services Division			
CIVIL SERVICE CLASSIFICATION TITLE Automotive Technician II		BARGAINING UNIT R12	TENURE Permanent	TIME BASE Full-Time	INTERMITTENT HOURS PER MONTH
POSITION NUMBER 388-074-6830-020		CURRENT DATE 07/14/2026			
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 Automotive Technician III, the Automotive Technician II is responsible for reconditioning run-out departmental vehicles in preparation for sale at public auction and repairing crashed vehicles placed back into service. This involves removal and installation of highly complex emergency equipment, performing mechanical and electrical repairs, and scheduling repairs with vendors, for the Fleet Operations Section's Vehicle Sales Unit.

SUPERVISION RECEIVED

The Automotive Technician II reports directly to and receives the majority of their assignments from the Automotive Technician III.

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

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| 55% | Disassemble run-out vehicle's interior and body trim to gain access to equipment; recover, process, and document any drugs, weapons, or other paraphernalia found in vehicles during disassembly process; utilize and operate power tools, hand tools, and other equipment to remove highly complex emergency equipment (i.e., Consolidated Patrol Vehicle Environment system, Mobile Video/Audio Recording Systems, Wireless Mobile Video/Audio Recording Systems, Emergency Vehicle 2020 (EV 20) Systems, K-9 Vehicle Systems, Emergency Warning Light System, wiring circuit, brackets, and prisoner restraint system); remove decals from vehicles; restore and repair original wiring circuitry; modify equipment configuration for reassignment purposes; design and fabricate metal brackets and equipment for installation into vehicles; and remove and reinstall highly complex emergency equipment from vehicles going to vendor for body repair. |
| 20% | Inspect run-out vehicles for safety-related items, necessary mechanical repairs, and body damage; perform needed minor mechanical and electrical repairs and adjustments to prepare vehicles for public sale; schedule required major engine and powertrain component repair with private vendors; maintain necessary vehicle fleet records; perform quality control inspection of vehicles returned from paint and body repair vendors; restore vehicles to original condition; inspect vehicle equipment such as passenger restraint systems, mirrors, windows, and accessories; and refurbish body moldings. |
| 10% | Maintain inventories of automotive parts, tires, batteries, oil, spark plugs, and filters; coordinate inventory movement, conduct used vehicle inventory, and update parts purchase order logs; and read and interpret computer-generated work orders reflecting bar-code technology. |
| 5% | Utilize and operate a tow truck to collect and transport non-operational vehicles to the state auction yard in Davis and Area offices in northern California; daily inspect and inventory tow truck and related equipment, tools, and rigging prior to use; maintain fluid levels according to manufacturer standards, perform minor truck service/maintenance activities as required; utilize hand tools to dismantle transported vehicles to salvage parts; and remove, bend, or cut off parts from damaged vehicles in preparation for towing. |

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Automotive Technician II

388-074-6830-020

5%	Serve as backup in the performance of used vehicles sales transactions.
<u>Non-Essential Functions</u>	
5%	Perform other job-related duties, within the scope of the classification, as assigned.
TOTAL	100%

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
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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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