

DUTY STATEMENT

CHP 129 (Rev. 5-19) OPI 097

CURRENT

COMMAND/ORGANIZATIONAL UNIT East Los Angeles Area		DIVISION Southern			
CIVIL SERVICE CLASSIFICATION TITLE Automotive Technician II		BARGAINING UNIT R12	TENURE Permanent	TIME BASE Full-Time	INTERMITTENT HOURS PER MONTH
POSITION NUMBER 388-535-6830-001		CURRENT DATE 08/21/2023			
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 supervision of the Administrative Sergeant, the Automotive Technician II is responsible for performing the job duties with regards to the maintenance and operation of patrol and specialized vehicles for the East Los Angeles Area. The Automotive Technician II performs safety checks, preventive maintenance, upkeep, and repair of automotive equipment assigned to the command.

SUPERVISION RECEIVED

The Automotive Technician II reports directly to and receives the majority of their assignments from the Administrative Sergeant. However, direction and assignments may also come from the Area Lieutenants and Area Commander.

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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| 30% | Maintains area automotive manuals, bulletins, records and files for all Area fleet vehicles. Prepares and evaluates the monthly mileage reports. Prepares and maintains reports on repairs, maintenance costs, and gasoline usage. Prepares all job tags and authorizes all repairs and/or services to the fleet. Prepares and evaluates all automotive related invoices for accuracy and payment. Prepares surveyed vehicles for transfer or sale, obtains bids and sells used vehicle equipment as necessary. |
| 20% | Schedules and performs regular maintenance and repairs not covered by warranty. Repairs enforcement vehicle emergency equipment (excluding radio equipment). Schedules and assists with the calibration of enforcement vehicles. |
| 15% | Transports vehicles to vendors for repair that are covered by warranty and/or require specialized tools, equipment, or training not available to the Automotive Technician. Transports "run-out" vehicles to Motor Transport section in Torrance and conducts exchanges for replacement vehicles. |
| 15% | Vehicle problems reported by field officers are inspected, diagnosed and repaired daily as required. |
| 10% | Orders, stocks, and inventories automotive parts, equipment, supplies, fleet first aid items, and tools as required per HPM 31.1, Motor Transport Manual. |

Non-Essential Functions

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| 5% | Assists maintenance workers with odd jobs that require more than one person to complete the task. |
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5%	Other Duties as assigned.
TOTAL	100%

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