

DUTY STATEMENT

CHP 129 (Rev. 5-19) OPI 097

CURRENT

COMMAND/ORGANIZATIONAL UNIT Santa Barbara Area/ 760		DIVISION Coastal Division			
CIVIL SERVICE CLASSIFICATION TITLE Automotive Technician II		BARGAINING UNIT R12	TENURE Permanent	TIME BASE Full-Time	INTERMITTENT HOURS PER MONTH
POSITION NUMBER 388-760-6830-961		CURRENT DATE 10/06/2020			
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 direct supervision of the Administrative Sergeant, the Automotive Technician II is responsible for all duties with regards to the maintenance and operation of patrol vehicles and specialized vehicles for the Santa Barbara Area office.

SUPERVISION RECEIVED

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

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

N/A

PERCENTAGE OF TIME PERFORMING DUTIES

Essential Functions

45% Maintain vehicles assigned to the Area office. Reviews vehicle reports for necessary repairs to vehicles. Inspect and verify necessity for repairs to defective vehicles. Maintain all required records and reports of vehicle maintenance. Safely operate all passenger and commercial type vehicles (requiring a class "B" license with proper endorsements) and move them to and from commercial sources for repair, if unable to repair locally. Review, process, and maintain copies of all invoices received for work performed by dealers and other vendors. Completes required forms, records, and invoices for repairs. Maintain proper inventory and records of spare parts, tires, and petroleum products. Coordinates the sales of surveyed vehicles and when necessary prepare parts for shipment. Diagnose mechanical, electrical, and system defects on vehicles and determine proper repair procedures. Clean vehicle interior, trunk, and engine compartments. Provide security as required for spare parts, tires, tools, and other departmental equipment used in maintaining vehicles. Perform minor repairs to vehicles as required. Maintain required stocks of oil and required records of usage of petroleum products. Obtain bids and sell surplus tires, parts, and vehicles as necessary.

45% Prepare Area/ Division Monthly Mileage Reports. Account for and control automotive equipment assigned to the Area office. Maintain files for automotive bulletins. Maintain the inventory control system for required automotive parts and supplies. Review monthly F.M.I.S. reports for trends and maintain cumulative records of Area maintenance and repair costs. Maintain a list of available cannibalized vehicles and/ or parts and attempt to locate necessary parts for Area upon request. Road test vehicles each week to determine changes in driving characteristics. Wash vehicles and clean interior glass each week, or as conditions may warrant. Inspect vehicles daily for adequate fuel levels, and maintain the interiors in an impeccable condition. Coordinate rotation of Pool Vehicles within the Area. Fleet Anywhere Coordinator, assist with Special Vehicle distribution, Assistant Facilities Coordinator and Assistant CalCard Coordinator.

Non-Essential Functions

10% Assist and perform other related duties as required

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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.

DATE _____

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

DATE
