

DUTY STATEMENT
CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS
VETERANS HOME OF CALIFORNIA - REDDING

PART A	
Position No: 578-126-6393-002	Date:
Class: Automotive Equipment Operator I	Name:
Under the direction of the Staff Services Manager I (SSM I), the Automotive Equipment Operator I (AEO I) will operate and service passenger vehicles, trucks, small-wheeled tractors, and similar motor equipment; may instruct, lead or supervise resident workers. Operate, service, wash, and make minor adjustments and repairs to passenger vehicles, trucks, small wheeled tractors and other automotive equipment; transport passengers; load, unload, and deliver laundry, ice, food, furniture, freight, farm products, gravel, rubbish, and other materials; perform miscellaneous manual laboring work and messenger service; supervise helpers; keep simple records. Incumbent must be in possession of a California drivers license valid for operation of any bus designed to carry more than 15 passengers, any single vehicle with three or more axles, any such vehicle towing another vehicle weighing less than 6,000 pounds gross. AEO I's work hours or days could be flexible due to residents' needs. Must Participate in Random Drug Screen and DMV Pull Program.	
Percentage of time performing duties:	ESSENTIAL FUNCTIONS
45%	Operate, service, and make minor adjustments and repairs on various kinds of automotive equipment. Transport residents to and from the home.
35%	Pickup and delivery of various materials and furnishings throughout the facility.
10%	Prepare reports; order supplies and repair parts; assist in other areas; attend in-service training, on-the-job and other related training.
5%	Promote and enforce safety rules and regulations, including tool control. Ensure all federal, state and institution; rules, policies and regulations regarding sexual harassment are adhered to. Maintain safety consciousness and awareness with special attention to factors such as: 1. Phone numbers to dial in emergency situations. 2. Alternate measures of summoning aid when phone is not available. 3. Location of the nearest fire extinguisher at locations where you spend most of your day. 4. The need to correct or report any safety hazards that you observe. Use common sense in resolving safety problems.
NON-ESSENTIAL FUNCTIONS	
5%	Other duties as related.
OTHER	
Must maintain regular and acceptable attendance at such level as is determined at the Department's sole discretion. Must be regularly available and willing to work the hours the Department determines are necessary or desirable to meet its business needs.	

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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 vehicle codes					X
HEARING: Listen for unusual noises, emergency vehicles, passengers having difficulties, answering phones					X
SPEAKING: Communicate with staff, residents and the public in person and via telephone; interact in meetings.					X
WALKING: Inspect vehicles, assist passengers, load and unload vehicles			X		
SITTING: Answer phones, drive vehicles				X	
STANDING: Assist passengers, inspect vehicles, load and unload vehicles			X		
BALANCING: Work on lifts, load and unload vehicles, use stairs			X		
CONCENTRATING: Transport passengers, observe traffic, monitor gauges, watch for passengers having difficulties, work around operating machinery, work with high temperatures					X
COMPREHENSION: Understand vehicle code, departmental policies and procedures, safety rules and regulations					X
WORKING INDEPENDENTLY: Must be able to work with limited supervision					X
LIFTING UP TO 10 LBS:					X
LIFTING 10 - 25 LBS:					X
LIFTING 25-50 LBS:					X
FINGERING: Push telephone buttons, calculator keys, and computer keyboard.			X		
REACHING: Answer telephone; use a mouse; retrieve documents from printer.			X		
CARRYING: Vehicle tools, parts, furniture, boxes, equipment			X		
CLIMBING: Steps, ladders			X		
BENDING AT WAIST: Secure wheelchairs, inspect vehicles, minor repairs				X	
KNEELING: Secure wheelchairs		X			
PUSHING OR PULLING: Secure wheelchairs, assist passengers, move boxes, move furniture, move equipment				X	
HANDLING: Equipment, furniture, logs			X		
DRIVING: Buses, vans, trucks, cars					X
OPERATING EQUIPMENT: Various types of automotive equipment					X
WORKING INDOORS: Administrative duties, logs, reports.		X			
WORKING OUTDOORS: Load, unload buses, trucks, cars, vans				X	
WORKING IN CONFINED SPACE: Tie down wheelchairs and equipment inside vehicles.		X			

I have read and understand the duties listed on the 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 _____