

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT

☐ PROPOSED

☐ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM Richard J. Donovan Correctional Facility		POSITION NUMBER (Agency-Unit-Class-Serial) 030-243-6868-001	
DIVISION / UNIT Business Services Division - Institutional Garage		CLASSIFICATION TITLE Automobile Mechanic, CF	
		WORKING TITLE Automobile Mechanic, CF	
		TIME BASE / TENURE R12	CBID 2
LOCATION 480 Alta Road, San Diego, CA 92179	REVISION DATE 5/1/2026	INCUMBENT	
HOURS OF WORK: 0630 - 1530 hours		RDO's: Saturday, Sunday, Holidays	
CDCR'S MISSION and VISION			
Mission To facilitate the successful reintegration of the individuals in our care back to their communities equipped with the tools to be drug-free, healthy, and employable members of society by providing education, treatment, rehabilitative, and restorative justice programs, all in a safe and humane environment. Vision We enhance public safety and promote successful community reintegration through education, treatment, and active participation in rehabilitative and restorative justice programs.			
COMMITMENT TO DIVERSITY, EQUITY, AND INCLUSION			
The California Department of Corrections and Rehabilitation (CDCR) and California Correctional Health Care Services (CCHCS) are committed to building and fostering a diverse workplace. We believe cultural diversity, backgrounds, experiences, perspectives, and unique identities should be honored, valued, and supported. We believe all staff should be empowered. CDCR/CCHCS are proud to foster inclusion and representation at all levels of both Departments. CDCR and CCHCS strive to collaborate with the community to enhance public safety and promote successful community reintegration through education, treatment, and active participation in rehabilitative and restorative justice programs. Incumbents establish and maintain cooperative working relationships within the department, other governmental agencies, health care partners, and communities.			
DIVISION OVERVIEW			
BRIEFLY DESCRIBE THE DIVISION/UNIT FUNCTIONS Under direction in a State correctional facility in the Department of Corrections or Department of the Youth Authority, to do skilled work in the adjustment, servicing, and repair of automotive equipment; to maintain order and supervise the conduct of incarcerated individuals, wards, residents, or patients; to protect and maintain the safety of persons and property; may instruct, lead or supervise of incarcerated individuals, wards or resident workers; and to do other related work.			
GENERAL STATEMENT			
BRIEFLY DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS Under the direction of the Equipment Maintenance Supervisor, (Correctional Facility), the Automotive Mechanic will perform skilled work in the adjustment, servicing, and repair of automotive equipment. May instruct, lead or supervise incarcerated individuals.			
% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first.		
40%	Inspects all automotive equipment on a regular basis for safety and road worthiness; performs routine service and major and minor repairs as required, including but not limited to tune-ups, tire rotation and replacement; wheel balancing; installation of spark plugs, minor and major engine overhauls, and minor and major transmission service; installation and adjustment of brakes and any other minor or major repairs as needed; maintain service records on each vehicle showing service mileage, service performed, and cost		
25%	Supervises and trains incarcerated workers to perform services and repairs on institution vehicles, proper and safe use of tools and equipment; and maintain security of the garage and vehicles. Conducts periodic searches of		

	area and vehicles for contraband; maintains tool control; maintains incarcerated individuals timekeeping and work records in SOMS. Prepares supervisory reports for incarcerated individuals; provides incarcerated individuals safety training and enforces safety regulations.
20%	Dispatches pool vehicles and maintain issue logs with destination and return information; consults with institution staff concerning service and maintenance of vehicles assigned to specific departments; writes periodic reports on fleet conditions as required by administration and other controlling agencies.
10%	Assists with requisitions of automotive parts and supplies, including but not limited to solicitation of price quotes and processing in the Business Information System. Maintains inventory of automobile and garage supplies.
05%	Attend training and staff meetings as required. Performs other duties as required within the scope and duties of an Auto Mechanic.
	Knowledge: Methods, tools, materials, and equipment used in the maintenance, adjustment, and repair of automotive equipment, including internal combustion engines; methods used in a program of preventive maintenance for automotive equipment.
	Abilities: Operate machine tools used in automotive repair and do welding and brazing work; inspect automotive equipment, locate defects, and estimate the cost of repairs; read, interpret, and work from plans, drawings, and specifications; requisition and store a supply of automotive parts; keep records and make reports; instruct and supervise unskilled assistants; follow oral and written directions; analyze situations accurately and take effective action; read and write at a level appropriate to the classification.

SPECIAL REQUIREMENTS

- CDCR does not recognize hostages for bargaining purposes. CDCR has a "NO HOSTAGE" policy, and all prison incarcerated population, visitors, non-employees, and employees shall be made aware of this.

CONSEQUENCE OF ERROR

- Consequences of error may result in loss of time and could cause significant delays in program production. Such delays can result in inefficient use or misdirection of department resources resulting in the inability to meet efficiency and timeline goals, and varying degrees of negative financial impacts to the department.

To be reviewed and signed by the supervisor and employee:

EMPLOYEE'S STATEMENT:

- I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH MY SUPERVISOR AND RECEIVED A COPY OF THIS DUTY STATEMENT.*

EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE
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SUPERVISOR'S STATEMENT:

- I CERTIFY THIS DUTY STATEMENT REFLECTS CURRENT AND AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION*
- I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE A COPY OF THIS DUTY STATEMENT.*

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
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