

DUTY STATEMENT
CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS

PART A	
Position No: 576-126-6393-003	Date:
Class: Automotive Equipment Operator I	Name:
Under the direction of the Hospital General Services Administrator II, and lead of the Automotive Equipment Operator II, the Automotive Equipment Operator I shall load and unload vehicles correctly and safely; demonstrate good mechanical ability; follow oral and written directions; do simple clerical work, supervise the work of helpers and have a willingness and ability to do general manual labor. The incumbent should also show patience and tact, and have knowledge of operating, servicing, and making minor adjustments and repairs on various kinds of automotive equipment, including passenger vehicles and trucks; know and understand provisions of the Motor Vehicle Code pertaining to the operation of vehicles on the highway. As a condition of employment, the incumbent must maintain possession of a driver license valid for operation of any bus designed to carry more than fifteen (15) passengers, any single vehicle with three or more axles, any such vehicle towing another vehicle weighing less than 6,000 pounds gross. Duties include but are not limited to the following:	
Percentage of time performing duties:	ESSENTIAL FUNCTIONS
40%	Operate and service a variety of passenger vehicles, including those designed to carry more than fifteen (15) passengers with a wheelchair lift, half-ton pick-up truck, van, golf carts, and other similar motorized equipment within the facility.
30%	Operate passenger vehicles, including one with a wheelchair lift, to transport residents and/or staff to medical appointments, activities, and other official state business. Maintain travel and time logs as required.
15%	Service vehicles in accordance with motor pool standard operating procedures, including keeping the vehicles clean and fueled. Perform minor adjustments and repairs as needed.
10%	Load, unload and deliver a variety of items to include, but not limited to: furniture, freight, and other materials and goods. Perform messenger service.
NON-ESSENTIAL FUNCTIONS	
5%	Perform other related duties as assigned.

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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, answer phones.					X	
SPEAKING: Communicate to supervisor, 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, and 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: Use telephones, copiers, personal computer.			X			
REACHING: Inspect vehicles, secure wheelchairs, connect seatbelts, and operate lift controls.			X			
CARRYING: Vehicle tools, parts, furniture, boxes, equipment.		X				
CLIMBING: Steps, ladders.			X			
BENDING AT WAIST: Secure wheelchairs, inspect vehicles, to make 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 and unload buses, trucks, cars, vans.				X		
WORKING IN CONFINED SPACE: lay down wheelchairs and equipment inside vehicles.		X				

I have read and understand the duties listed on this 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 _____