

DUTY STATEMENT

CHP 129 (Rev. 5-19) OPI 097

CURRENT

COMMAND/ORGANIZATIONAL UNIT Fleet Operations Section / Torrance Shop		DIVISION Administrative Services Division			
CIVIL SERVICE CLASSIFICATION TITLE Senior Inspector of Automotive Equipment		BARGAINING UNIT S12	TENURE Permanent	TIME BASE Full-Time	INTERMITTENT HOURS PER MONTH
POSITION NUMBER 388-075-6855-XXX		CURRENT DATE 08/26/2026			
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 direction of the Program Manager, Transportation Services (Supervisory), the Senior Inspector of Automotive Equipment is responsible for administering the statewide vehicle inspection program in the Department's southern California commands. This position performs, coordinates, and/or supervises all assigned section field activities with regard to fleet inspection, maintenance, training, and cost effective operation; and operation and maintenance for the Fleet Operations Section's Torrance facility.

SUPERVISION RECEIVED

The Senior Inspector of Automotive Equipment reports directly to and receives the majority of their assignments from the Program Manager, Transportation Services (Supervisory). However, direction and assignments may also come from the Senior Automotive Equipment Standards Engineer and the Captain.

SUPERVISION EXERCISED

The Senior Inspector of Automotive Equipment provides general supervision to one Inspector of Automotive Equipment; direction to two Automotive Technician IIs; and general supervision to one Property Controller II.

WORKING CONDITIONS

SPECIAL PERSONAL CHARACTERISTICS

Willingness to travel throughout an assigned area.

PERCENTAGE OF TIME PERFORMING DUTIES

Essential Functions

40%

Administration: In a supervisory capacity, and through the use of subordinate staff, review specifications of proposed equipment purchases. Establish and perform testing programs to ensure vehicle specification compliance. As needed, establish and perform testing programs for all automotive commodities, including, but not limited to, gasoline, oil and lubricants, chemicals, auto parts and components, and tires purchased by the Department. Establish and coordinate any related contracts for testing such commodities. Perform studies and prepare departmental technical publications, as needed. Coordinate with factory representatives and engineering staff regarding technical problems and vehicle studies. Prepare and/or coordinate distribution of both automotive and motorcycle flat rate and factory technical information to all departmental automotive personnel. Review maintenance costs and make recommendations and/or take corrective action to improve efficiency of fleet operation. Prepare preventive maintenance schedules utilizing comprehensive empirical data obtained from departmental studies. Review Merit Award Board suggestions and other recommendations submitted. Conduct related research and cost studies, as necessary, and prepare appropriate responses. Participate in the section's budget preparation process; provide input on field related items. Coordinate with personnel from other state agencies with regard to providing assistance, attending automotive and/or equipment meetings, and participating in establishment of state equipment management policies when requested.

30%

Supervision: Supervise the work of one Inspector of Automotive Equipment, one Property Controller II, and two Automotive Technician IIs. Monitor performance of all field programs and provide support, as needed. Coordinate the preparation of all field studies and reports performed by field inspectors. Prepare, conduct and/or coordinate training sessions on new vehicle orientation, departmental policies and procedures, and service and repair procedures for all departmental automotive personnel.

10%

Special Studies: Travel, as necessary, to investigate reports of mechanical problems in all departmental equipment. Perform comprehensive and complex administrative studies and provide solutions.

DUTY STATEMENT

CHP 129 (Rev. 5-19) OPI 097

388-075-6855-XXX

10%	Vehicle Sales Program: Conduct field sales as need, advise and provide oversight of field sales conducted by inventory control staff, make appropriate arrangements and recommendations; ensure all CHP equipment is removed and reconciled using the CHP 57, Motor Vehicles Assignment and Transfer document; make final determination of vehicle serviceability by a physical examination and review of history files; and facilitate the removal of wrecked department vehicles from area offices and coordinate transportation to FOS, West Sacramento.
5%	Facility Administration: Ensure maintenance of the FOS Torrance facility, act as liaison to the Department's Facilities Section; schedule necessary repairs with appropriate contractors as needed; recommend facility improvements; and ensure all required permits and licenses are obtained and maintained, schedule all safety and regulatory site inspections as needed by maintaining a suspense and complete the appropriate documentation.
	<u>Non-Essential Functions</u>
5%	Perform other job-related duties, within the scope of the classification, as assigned.
TOTAL	100%

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.

PRINT EMPLOYEE'S NAME	EMPLOYEE'S SIGNATURE	DATE

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

PRINT SUPERVISOR'S NAME	SUPERVISOR'S SIGNATURE	DATE