

DUTY STATEMENT

CHP 129 (Rev. 5-19) OPI 052

CURRENT

COMMAND/ORGANIZATIONAL UNIT Fleet Operations Section/074		DIVISION Departmental Training Division			
CIVIL SERVICE CLASSIFICATION TITLE Inspector of Automotive Equipment		BARGAINING UNIT R12	TENURE Limited-Term	TIME BASE Full-Time	INTERMITTENT HOURS PER MONTH
POSITION NUMBER 388-074-6892-XXX		CURRENT DATE 07/31/2026			
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 general supervision of the Senior Inspector of Automotive Equipment, the Inspector of Automotive Equipment is responsible for fleet training, oversight of fleet maintenance/repairs, and conducting fleet/shop audits regarding fleet maintenance and cost-effective operation for the the Fleet Operations Section..

SUPERVISION RECEIVED

The Inspector of Automotive Equipment reports directly to and receives the majority of their assignments from the Senior Inspector of Automotive Equipment.

SUPERVISION EXERCISED

N/A

WORKING CONDITIONS

SPECIAL PERSONAL CHARACTERISTICS

Willingness to travel throughout an assigned area, 70% office work with 30% vehicle travel (5% of that travel includes overnight stays) where work will take place in Area offices and Area shops.

PERCENTAGE OF TIME PERFORMING DUTIES

Essential Functions

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| 45% | Inspect and evaluate the condition of departmental vehicles regarding continued cost effective operation. Determine when early survey requests are warranted. Prepare early survey request documents and maintain related vehicle files. Coordinate collection and subrogation activities with other sections and outside agencies. Inspect asset forfeiture or court awarded vehicles to determine value and cost effective operation, make recommendations, and prepare related reports. Inspect and evaluate potential vendor repair facilities for quality of work and their related costs. Review requested repairs to ensure they are appropriate, safe, cost effective, and in accordance with CHP policy. Track vehicle recalls statewide. |
| 25% | Travel statewide to audit overall vehicle fleet condition, shop operations, fleet maintenance, fleet repair records, fuel reporting, and fleet management system entries. Prepare audit documents using a computer. |
| 10% | Travel statewide to establish systems and procedures to be utilized by local commands in the safe and cost effective operation of departmental vehicles. Provide instruction to departmental employees in all aspects of records management including, but not limited to, preparation of repair invoice approval documents, automotive parts, supply ordering, and inventory control documents, vehicle scheduling, and preventive maintenance procedures. Instruct departmental personnel in the safe and proper use of equipment. Determine the training needs of departmental employees and conduct or coordinate appropriate training activities. |
| 10% | Investigate specific mechanical problems in departmental vehicles and prepare related reports and recommendations. Assist in the preparation of technical bulletins and comm-nets issued by the Department. Assist local commands by coordinating both dealer and factory involvement in technical and administrative problems as conditions warrant. Participate in Division meetings on areas such as vehicles, vehicle recalls, and inspection of automotive equipment procedures. |

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	<u>Non-Essential Functions</u>
5%	Prepare contracts and mass purchases of equipment. May sit in on interview panels with hiring supervisors to serve as a subject matter expert or be available to hiring supervisors in regards to general automotive questions.
5%	Other 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