

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT

☐ PROPOSED

☒ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM California State Prison, Sacramento		POSITION NUMBER (Agency-Unit-Class-Serial) 284-243-6868-001		MCR / HCR 1 / D	
DIVISION / UNIT Business Services/Garage		CLASSIFICATION TITLE Automobile Mechanic, Correctional Facility			
		WORKING TITLE Automobile Mechanic			
		TIME BASE / TENURE FT	CBID R12	WWG 2	COI Yes ☐ No ☒
LOCATION Represa, CA 95671		INCUMBENT		EFFECTIVE DATE 08/27/26	
CDCR'S MISSION, VISION, and COMMITMENT					
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 CDCR and CCHCS are committed to transforming the correctional landscape to create safer, more professional, and more fulfilling environments for our employees, the incarcerated population, and those supervised in our communities. Through systemwide improvements grounded in proven and emerging practices, we aim to strengthen rehabilitation, enhance workplace satisfaction, and support successful reentry into the community through our institutions, parole, and community partnerships. Our shared mission is to promote safety, wellness, and human dignity while fostering positive change for all those who live and work within our institutions and communities. CDCR and CCHCS are committed to building an inclusive respectful workplace. We are determined to attract and hire candidates from all communities and empower employees from a variety of backgrounds, perspectives, and personal experiences. We are proud to foster inclusion and drive collaborative efforts at all levels of the Department.					
DIVISION OVERVIEW					
Plant Operations' primary function is the maintenance and repair of the institutions infrastructure, operational systems, and equipment.					
GENERAL STATEMENT					
Under direction of the Equipment Maintenance Supervisor, the Automobile Mechanic performs skilled work in the adjustment, servicing, and repair of automotive equipment.					
% 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%		Maintain all automotive equipment on the institution. Inspect automotive equipment to determine the corrective action necessary, making major repairs to automotive equipment, including major engine overhauls, tune-ups, relining and adjusting brakes, wheel aligning, transmission, and differential replacement and repair, electrical replacement and repair, and minor body repair. Repair; maintain minor and small equipment (i.e., material handling, forklifts, electric pallet jacks, golf carts, and landscape equipment).			
35%		Maintain order and supervise incarcerated people. Assign and inspect work upon its completion. Responsible for the discipline of incarcerated workers. Provides safety and on-the-job training to incarcerated workers per the Injury and Illness Prevention Plan requirements. Prepares and submits injury reports for injured incarcerated workers. Maintain records and updates incarcerated people's timecards and their pay positions while communicating with inmate assignments and complete quarterly inmate performance evaluations.			
5%		Prepare daily and monthly reports such as: tool control, key control, incarcerated people's time cards, perpetual chemical and parts inventory. Prepare work orders and enter in file. Keep stock control and order fuel when necessary.			

5%	Order necessary parts for equipment repairs; getting bids out and generate Purchase Requisitions in BIS. Consult with vehicle inspector when having vehicles repaired outside of the institution. Consult with staff regarding problems with vehicles.
5%	Participate in 40 hours of In-Service Training (IST) throughout the year (IST can include on-the-job training activities, classroom instruction, or supervised discussion of essential topics).
5%	Conduct random security searches of garage area. Search incarcerated people for contraband, such as weapons or illegal drugs. Inspect vehicles that have been used for travel outside the institution.
5%	Perform administrative duties including, but not limited to: adhere to Department policies, rules and procedures; submit administrative requests including leave, travel, and training in a timely and appropriate manner; accurately report time, and submit timesheets by the due date.

SPECIAL PERSONAL CHARACTERISTICS

- Influence, change, and strengthen the community. Set an example each day through positive and pro-social role modeling, utilizing dynamic security concepts through observation and building rapport.
- Willingness to play a significant role in the collaborative efforts toward rehabilitation and public safety enhancement.
- Ability to facilitate conversations as a coach and mentor, engaging in a respectful and understanding manner.
- Ability to build trust, improve communication, and assist with the transformation of correctional culture.

SPECIAL REQUIREMENTS

- CDCR does not recognize hostages for bargaining purposes. CDCR has a "NO HOSTAGE" policy and all incarcerated people, visitors, nonemployees 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 time line 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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NON-ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO, THE FOLLOWING: Other duties as required.

SUPERVISORY RESPONSIBILITIES: Instructs and supervises unskilled assistants; maintains order and supervises the conduct of persons committed to the Departments of Corrections and Rehabilitation; prevents escapes and injury by these persons to themselves or others or to property; maintains security of working areas and work materials; inspects premises and searches incarcerated people for contraband, such as weapons or illegal drugs.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: Either I Twelve months of experience as an Automotive Mechanic Trainee, Range C, in California state service; and eighteen semester units in automobile mechanics from an accredited junior college or comparable institution. Or II Four years of experience in California state service performing the duties of a Mechanic's Helper, at least one year of which shall have included experience in the overhaul and repair of the major components of automotive equipment. Or III Completion of a recognized apprenticeship as an Automobile Mechanic. Or IV Three years of experience diagnosing malfunctions, overhauling,

repairing, and maintaining engines, automatic and standard transmissions, clutch, and brake systems, and other major components of automobiles and trucks. (Successful completion of automotive technology or automotive mechanics technology vocational education or training courses offered by an institution recognized or accredited by the Western Association of Schools and Colleges may be substituted for up to one year of the required experience on the basis of three semester units or four and one-half quarter units, equal to one month experience.)

LANGUAGE SKILLS: Ability to read, write, and communicate fluently; to respond to common inquiries or complaints from inmates, staff, supervisor, and management; to keep records and make reports; to read, interpret, and work from plans, drawings, and specifications.

MATHEMATICAL SKILLS: Calculate math problems such as multiply, add, subtract, and divide. Be able to read micrometers, calipers and thickness gauges.

REASONING ABILITY: Ability to inspect automotive equipment, locate defects, and estimate the cost of repairs; requisition and store a supply of automotive parts; follow oral and written directions; analyze situations accurately and take effective action.

CERTIFICATES, LICENSES, REGISTRATIONS: Possession of a Class 3 California driver's license valid for the operation of any two-axle single-motor vehicle and one towed vehicle (i.e., a trailer with a gross weight of 6,000 pounds or less).

ADDITIONAL DESIRABLE QUALIFICATIONS: Possession of Mechanic's licenses as follows: 1) Intern Technician License, 2) Basic Area Technician License, 3) Advanced Test Only Technician, 4) Advanced Emission Specialist Technician License, and 5) Class U Technician License.

OTHER SKILLS, KNOWLEDGE, AND ABILITIES: Ability to operate machine tools used in automotive repair; to instruct and supervise unskilled assistants; and to maintain regular attendance and be punctual.

Knowledge of the methods, tools, materials, and equipment used in the maintenance, adjustment, and repair of automotive equipment, and of the methods used in a program of preventive maintenance for automotive equipment.

SPECIAL PHYSICAL CHARACTERISTICS: Persons appointed to positions in this class must be reasonably expected to have and maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of inmates.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The following is a definition of the on-the-job time spent in physical activities:

Constantly: Involves 2/3 or more of a workday
Frequently: Involves 1/3 to 2/3 of workday
Occasionally: Involves 1/3 or less of workday
N/A: Activity or condition is not applicable.

Sitting: Occasionally - may spend one to two hours a day completing work orders and paperwork sitting at a desk.

Walking: Occasionally to Constantly - while repairing vehicles/equipment, may walk to and from parts/supplies and back to vehicles/equipment. Also, walking is required to answer the telephone.

Lifting: Occasionally to Frequently- lifting is required to transport tools and equipment parts. At times inmates or additional staff are used to assist with heavier lifting. Material handling equipment is utilized to transport parts/equipment that is over 50 pounds. Lifting tires, not exceeding 80 pounds, is required to place tires on the balancing machine and vehicles.

Carrying: Occasionally to Frequently - carries hand tools from and to the garage, parts and supplies, and batteries that weigh up to 50 pounds.

Bending/Stooping: Occasionally - bending at the waist to look into engine compartments on trucks and cars.

Reaching: Constantly - reaching in front of vehicles to install/replace parts. Reaching overhead occurs about 50 percent of the time. Examples are as follows: repair transmission, differentials, front-end work, and replacing starters on hoist.

Climbing: Occasionally - climbs on equipment to make repairs and climbs ladders to replace burnt out lights on trucks.

Pushing/Pulling: Frequently - pushes and pulls while using hand tools when repairing vehicles. Replacing tires with drums weighing approximately 80 pounds with mechanical assistance.

Kneeling/Crawling: Frequently - worker has to kneel/crawl to repair and do maintenance on equipment and to do repairs and inspections on vehicles.

Crouching: Same as Kneeling/Crawling.

Hand and Wrist Movement: Constantly - in order to hold and move hand tools, equipment and parts while repairing equipment and vehicles, hand and wrist movement is constantly performed.

Fine Finger Dexterity: Occasionally - to handle small wiring and small parts for the repair of electrical systems; and to maneuver small tools and parts into place.

Driving Cars/Trucks/Forklift Other Moving Equipment: Frequently - to test and inspect vehicles and equipment before and after repairs have been made.

Hearing/Speech/Sight: Hearing is required in diagnosing noises made by equipment/vehicles being repaired. Hearing and speech are necessary to communicate with and supervise inmate workers.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The following is a definition of on-the-job time spent in exposure to the environmental conditions listed:

Constantly: Involves 2/3 or more of workday
Frequently: Involves 1/3 to 2/3 of workday
Occasionally: Involves 1/3 or less of workday
N/A Activity or condition is not applicable.

Fumes: Constantly - exposed to diesel, gasoline, and carbon monoxide fumes during repair of vehicles and equipment as well as when checking the fuel pumps.

Dust: Occasionally - exposed to brake dust when doing brake jobs on vehicles. When performing brake and clutch repairs, the employee must wear safety equipment (safety goggles, dust mask).

Outdoor weather conditions: Frequently - exposed to prevailing weather conditions when moving from garage to location of vehicles/equipment.

Risk of electrical shock: N/A

Toxic or caustic chemicals: Occasionally - the worker is exposed to battery acid and other toxic chemicals. When exposed to possible toxic chemicals the employee must wear safety equipment (safety goggles, dust mask, gloves).

Vibration: Occasionally - exposed to vibrations of equipment being worked on (such as engines) and/or vibrations from tools being used.

Wet or humid conditions: See outdoor weather conditions.

Work near moving mechanical parts: Frequently - is working near moving mechanical parts when repairing engines and utilizing tools.

Temperature extremes: See outdoor weather conditions.

Working surfaces: Works on concrete floors most of the time and, occasionally, on asphalt and dirt.

MACHINES, TOOLS, EQUIPMENT, AND WORK-AIDS: Hand tools, pneumatic wrenches, porta powers, ladders, steam cleaners, welding equipment, shears, lathes, and battery chargers.

COMMENTS: The Automotive Mechanic works from 0700-1500, Monday through Friday.

Information for this job description was obtained by reviewing the California State Personnel Board specification and by observation of the duties as they are currently performed.