

DUTY STATEMENT

CHP 129 (Rev. 5-19) OPI 097

CURRENT

COMMAND/ORGANIZATIONAL UNIT Altadena / 575		DIVISION Southern Division			
CIVIL SERVICE CLASSIFICATION TITLE Automotive Technician II		BARGAINING UNIT R12	TENURE Permanent	TIME BASE Full-Time	INTERMITTENT HOURS PER MONTH
POSITION NUMBER 388-575-6830-001		CURRENT DATE 08/11/2026			
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 of the Administrative Sergeant, the Automotive Technician II is responsible for the proper maintenance and repairs of departmental fleet vehicles, equipment, and fuel service station facility, the ordering and inventory of parts and supplies, ensuring all bills and invoices are accurate and promptly processed for payment, and for updating and maintaining fleet vehicle, equipment, and fuel service station facility records and reports for the Automotive Unit/Southern Division/Altadena Area.

SUPERVISION RECEIVED

The Automotive Technician II reports directly to and receives the majority of their assignments from the Administrative Sergeant. However, direction and assignments may also come from the Lieutenants or Captain.

SUPERVISION EXERCISED

N/A

WORKING CONDITIONS

Incumbents are required to crawl underneath a vehicle/down under the dashboard/into the trunk; lift and carry tires up to 60 pounds in weight; and work in varying, and sometimes extreme, temperatures.

SPECIAL PERSONAL CHARACTERISTICS

PERCENTAGE OF TIME PERFORMING DUTIES

Essential Functions

40%

Maintains and repairs department vehicles to ensure all vehicles are safe and in a well-maintained operating condition. Reviews vehicle defect reports for necessary repairs to vehicles, and inspects and verifies the need for repairs. Routinely inspects fleet vehicles for damage and ensures the fleet is clean and presentable. Inspects damaged vehicles, obtains vendor quotes when necessary, and ascertains the most cost-effective repair process; makes damage repairs on-site whenever possible. Performs minor repairs, and services vehicles according to prescribed maintenance schedules. Ensures warranty and recalls items are completed expeditiously and correctly invoiced. Ensures completion of smog inspection vehicles as required. Cleans vehicle interiors, trunks and engine compartments. Ensures vehicle trunks are organized and properly stocked. Mounts, balances and changes tires, and maintains an adequate supply of mounted tires for immediate use. Safely operates vehicles and moves them to and from commercial repair facilities, if unable to perform repairs locally. Ensures the rifle, shotgun, and Voyage card are removed from all vehicles and properly secured prior to taking a vehicle to a vendor for repairs. Ensures automotive vendor services are properly completed. Basic knowledge of and ability to use computer programs; Microsoft Word, Excel, Outlook, Access OneDrive, and Adobe.

20%

Monitors the usage of gasoline and other petroleum products and ensure accuracy. Maintains the Area's fuel records and submits them for review in a timely manner. Ensures the fuel island's hoses and nozzles are free from defects, service the fuel island, ensure proper supplies, including spill kit, are in place. Maintains the entire gasoline station are in a clean safe and serviceable condition, maintains and inventory sheet at the gasoline pumps to record gasoline/oil consumption, and notifies Administrative Supervisor of any discrepancies. Checks the status of service stations equipment and storage tank monitoring systems daily. Obtains printout of fuel inventory from the VEEDER ROOT, monitoring system and ensures accuracy with daily fuel usage. Completes and files the form CHP 33D, Daily Gasoline Inventory, and transfers applicable information to the form CHP 33F, Monthly Gasoline Inventory. Ensures the propane tank's fuel level is above the minimum level of 30 percent. Performs daily inspection and weekly checks, preventative maintenance, and 15-minute run operation of the Area emergency generators and record same. Maintains the entire Automotive Technician area and office in a clean, safe and presentable condition. Accurately updates Fuel Master system mileage information into Fleet Focus daily.

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Automotive Technician II

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15%	Orders, stocks, inventories and ensures adequate parts and supplies are on-hand to maintain the vehicle fleet, equipment, and the fuel service station facility. These items include, but are not limited to tires, rims, balancing weights, brake rotors, brake pads, light bulbs, fuel filters, air filters, oil filters, emergency flares, vehicle cleaning and maintenance supplies. Maintains required stocks of gasoline, oil and propane. Ensures the rotation of all stocked items. Ensures parts and supplies used are promptly and accurately entered into Fleet Focus database. Ensures spare parts, tires, tools and other equipment are secure and accounted for. Receives and ships parts, tools and supplies as needed. Maintains proper inventory and records of spare parts, tires, tools and petroleum products. Ensures daily gasoline stock levels are checked and recorded and that inventory levels are accurate. Updates, maintains, and retains fleet vehicle, equipment, and fuel service station facility records and reports(paper and electronics). Schedules semi-annual pickup of waste oil and drained waste oil filters. Stocks arriving automotive parts and supplies and add to the applicable inventory log and Fleet Focus. Maintains and updates contract files and Motor Transport Bulletins. Services fire extinguishers as needed. Disposes of junk tires via the bid process.
5%	Maintains each vehicle's service folder, to include but not limited to the following applicable forms; each vehicle's form CHP 57, Motor Vehicle Assignment and Transfer, up-to-date and accurate for the life of the vehicle and ensure it is transferred with the vehicle or provided to Motor Transport section for replacement of run-out vehicles. CHP 424, Preventive Maintenance Schedule & Repair History Enforcement, CHIP 424A, Preventive Maintenance Schedule & Repair History Continued, CHP 426, Preventive Maintenance Schedule and Repair History Non-Enforcement, and CHP 33E, Vehicle Inspection Checklist. Updates the vehicle mileage in Fleet Focus by the 10th of the following month.
5%	Provides Area Commander and fleet supervisor with regular updates of reported vehicle defects and repairs, with completion dates. Monitors vehicle mileage to ensure uniformity with vehicle age. Submits updated mileage averaging report to the fleet supervisor. Coordinates with exchange of vehicles with Fleet Operations Section and arranges for transport of vehicles to/from Fleet Operations Section. Compiles the form CHP 33, Driver's Equipment Check, and gas receipts from each vehicle and file.
5%	Maintains required permits and schedule inspections, as needed, for the fuel storage tank, air compressor, propane tanks, auto lifts, emergency generators.
5%	Prepares, reviews, and timely submits all reports. Ensures all bills and invoices for uniform laundry service, fuel station service, car wash service, automotive service, automotive repairs, and vehicle/shop supplies are correct, approved, scanned, promptly unloaded into Financial Information System for California (FISCal) for payment, and filed for retention. Purges written records in accordance with current departmental retention schedules. Inputs information into Fleet Focus, Fuel Master, and FISCal, as needed. Coordinates with the State Radio Shop and the Regional Communications Center (RCS) for required repairs. Assists with installation and removal of Mobile Video/Audi Recording Systems (MVARs), RADAR, and other equipment.
<u>Non-Essential Functions</u>	
5%	Performs 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
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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
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