

DUTY STATEMENT

CHP 129 (Rev. 5-19) OPI 052

CURRENT

COMMAND/ORGANIZATIONAL UNIT Temecula Area - 685		DIVISION Border		
CIVIL SERVICE CLASSIFICATION TITLE Automotive Technician II	BARGAINING UNIT R12	TENURE Permanent	TIME BASE Full-Time	INTERMITTENT HOURS PER MONTH
POSITION NUMBER 388-685-6830-001		CURRENT DATE 05/01/2025		
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 supervision of the Area Fleet Sergeant, the Automotive Technician II is responsible for maintenance of the Area's fleet for the Temecula Area.

SUPERVISION RECEIVED

The Automotive Technician II reports directly to and receives the majority of their assignments from the Temecula Area Fleet Sergeant. However, direction and assignments may also come from the additional Area Sergeants, Lieutenant, or the Area Commander.

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

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| 40% | Vehicle Maintenance and Repairs: Perform scheduled maintenance of all vehicles within the fleet. Diagnose and perform minor repairs and adjustments on vehicles. Assemble, install, repair and or remove special automotive equipment. Conduct comprehensive safety inspections of fleet. Change flat or damaged tires as needed. Ensure all vehicles are returned to service in a timely manner. Input required data into FleetFocus as outlined in HMP 31.1. |
| 25% | Automotive Shop Oversight and Record Keeping: Maintain records of vehicle repairs/maintenance in vehicle files and CHP fleet database. Requisition/Purchase automotive supplies. Examine all repair billings to ensure optimum cost/quality maintenance level is maintained. Ensure adequate on-hand inventory commensurate with fleet needs, and provide for timely sale of used materials (tires, rotors, batteries, etc.) Maintain supply of mounted tires. Maintain up-to-date copies of CHP fleet related Information Bulletins. Ensure workspace is clean and free of occupation safety hazards. |
| 15% | Vehicle Repair Coordination: Schedule and deliver vehicles for necessary maintenance and approved complex repairs to authorized facilities. Deliver and pick up vehicles and automotive part/supplies at CHP Fleet Operations Section in Sacramento and/or Torrance. |
| 10% | Vehicle Lot Oversight: Maintain fuel island to include adequate supply of fuel, fuel logs, and miscellaneous supplies. Underground fuel tank level to be checked each business day and reconciled against meter readings. Coordinate fuel shipments. Coordinate pick up of hazardous waste. Check emergency generator weekly for proper operation, including propane fuel level and oil level. |
| 5% | Inventory Control: Maintain strict inventory control of all vehicles, parts, tools and shop equipment. |

Non-Essential Functions

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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