

DUTY STATEMENT

CHP 129 (Rev. 5-19) OPI 097

CURRENT

COMMAND/ORGANIZATIONAL UNIT Bakersfield Area		DIVISION Central Division			
CIVIL SERVICE CLASSIFICATION TITLE Automotive Technician II		BARGAINING UNIT R12	TENURE Permanent	TIME BASE Full-Time	INTERMITTENT HOURS PER MONTH
POSITION NUMBER 388-420-6830-004		CURRENT DATE 7/29/2026			
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 supervision of the Administrative Sergeant, the Automotive Technician II is responsible for the automotive service for the Bakersfield Area's fleet. The Automotive Technician II directs and leads one full-time Automotive Technician II and one Maintenance Technician (while performing automotive repairs). Provides training as needed, interacts with the Fleet Supervisor on issues and provides input to the Administrative Sergeant on employee performance.

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 Area management staff.

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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| 50% | Performs routine service and maintenance of all vehicles assigned to the Area. These duties include inspections, diagnosis, adjustment, minor mechanical and electrical repairs, tire rotations and replacement, and parts replacement when not covered under warranties. Arranges for all other repairs when necessary through private vendors. Ensures a safe and clean work environment in the office and work place. |
| 20% | Maintains proper documentation of all automotive repair by preparing job tag reports. Maintains working relationships with factory service technicians and check all invoices for work performed by others to assure they are in compliance with flat rates. Arranges for the sale of used tires, batteries, and other equipment as necessary. Prepares equipment check sheet for vehicles being transported or surveyed. Keeps mileage figures and prepare monthly reports for the Area Commander. |
| 20% | Directs and leads the work of one full-time Automotive Technician II, and one Maintenance Worker. Provides training as needed. Provides input to the Fleet Supervisor regarding fleet issues. Provides input to the Administrative Sergeant regarding employee performance. |
| 5% | Requisitions necessary automotive supplies, gasoline, repair parts, and supplies carried in patrol vehicles (i.e., flares, first aid supplies, cones, plastic blankets, and fire extinguisher elements). Keeps inventory control of all automotive parts and supplies. Maintains new and used tire inventories. |

Non-Essential Functions

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| 5% | Performs other job-related duties within the scope of the classification assigned. |
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TOTAL 100%

PRINT EMPLOYEE'S NAME	EMPLOYEE'S SIGNATURE	DATE
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PRINT SUPERVISOR'S NAME	SUPERVISOR'S SIGNATURE	DATE
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