

DUTY STATEMENT

DSH3002 (Rev. 01/2020)



California Department of
State Hospitals

Box reserved for Personnel Section

		RPA #	C&P Analyst Approval	Date
Employee Name		Division Department of State Hospital		
Position No / Agency-Unit-Class-Serial 502-559-6386-XXX		Unit General Services/Motor Pool		
Class Title Automotive Equipment Operator I		Location Patton State Hospital		
Subject to Conflict of Interest ☐ Yes ☒ No		CBID R12	Work Week Group: 2	Pay Differential N/A
Briefly (1 or 2 sentences) describe the position's organizational setting and major functions Performs various assignments in the daily operation of the Motor Pool Department involved in essential administrative and patient care services; operates and services automotive equipment; conducts general laboring work; and performs other duties as assigned.				
% 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; percentage must total 100%. (Use additional sheet if necessary).			
75%	ESSENTIAL FUNCTIONS • Loads, unloads, and delivers various patient and hospital related items such as food, clean and dirty laundry, personal care items, patient property, postal packages, warehouse supplies, State property and equipment, and other correlated items; transports patients throughout the secured areas of the hospital; collects refuse and recycle items throughout the hospital and delivers to the local landfill and recycling center; and conducts office moves, set-ups/take-downs for hospital special events, and other hospital needs. • Operates box trucks, refrigerated food trucks, light trucks, 24-passenger bus, and a refuse packer (trash truck) throughout the facility and public roads, while adhering to all applicable traffic laws. • Conducts and records Pre-Trip inspections on applicable log daily in accordance with federal regulations. • Ensures the proper maintenance and operation of all work trucks by maintaining adequate fuel levels, washing, vacuuming, and keeping the cab clean and orderly, and reporting any mechanical repairs needed. • Upholds all hospital safety and security policies.			
20%	• Provides operational relief behind Truck Driver staff as determined and assigned by AEOII or Motor Pool Management. • Communicates effectively with hospital staff, management, and the public. • Applies and practices sustained work habits and good judgement. • Works both collectively as a team-player and independently with minimal supervision.			
5%	• Perform other duties as required and assigned by immediate supervisor and/or department management.			

Required Competencies	ABILITY TO Load and unload vehicles correctly and safely; demonstrate good mechanical ability; and follow directions. KNOWLEDGE OF Hospital safety and security regulations; performing minor adjustments and repairs on trucks; and provisions of Motor Vehicle Codes pertaining to the operation of vehicles on the highway. TECHNICAL PROFICIENCY (SITE SPECIFIC) Demonstrate the ability to operate vehicles such as a refuse packer (trash truck), refrigerated food truck, 24-passenger transportation bus, box truck, light truck, and a forklift; follow posted speed limits ensuring extra caution is used in patient traffic; complete and pass Defensive Driving course every 4 years, annual instruction training on Safety and Operating of Refuse Packer, and random drug/alcohol screenings regulated by the Department of Transportation. INFECTION CONTROL Applies knowledge of correct methods of controlling the spread of pathogens appropriate to job class and assignment. HEALTH AND SAFETY Activity supports a safe and hazard free workplace through practice of personal safety and vigilance in the identification of safe or security hazards. THERAPEUTIC STRATEGY INTERVENTION (TSI) Supports safe working environment; practices strategies and interventions that promote a therapeutic milieu; applies and demonstrates knowledge of correct methods in the management of assaultive behavior in accordance with policy. CULTURAL AWARENESS Demonstrates awareness of multicultural issues in the workplace that enables the employee to work more effectively. RELATIONSHIP SECURITY Demonstrates professional interactions with patients and maintains therapeutic boundaries. Maintains relationship security in the work area; takes effective action and monitors, per policy, any suspected employee/patient boundary violations.
Other Information	SUPERVISION RECEIVED Under the direct supervision of the Automotive Pool Manager I and may receive indirect supervision from the Automotive Equipment Operator II. SUPERVISION EXERCISED None. LICENSE OR CERTIFICATION: Possession of a valid California Commercial Driver License Class B or Class A; a Passenger Endorsement, and an Air Brake certification; and required to complete and pass a biennial medical examination by a certified healthcare professional.

	TRAINING The employee is required to keep current with the completion of all required training. WORKING REQUIREMENTS Regular and consistent attendance is critical to the successful performance of this position due to the heavy workload and time-sensitive nature of the work. The incumbent routinely works with and is exposed to sensitive and confidential issues and/or materials and is expected to maintain confidentiality at all times. The Department of State Hospitals provides support services to facilities operated within the Department. A required function of this position is to consistently provide exceptional customer service to internal and external customers. The employee is required to work any shift and schedule in a variety of settings and security areas throughout the hospital and may be required to work overtime and float to other work locations as determined by the operational needs of the hospital. All employees are required to have an annual, or when necessary, health review and TB test to ascertain that they are free from symptoms indicating the presence of infection and are able to safely perform their essential job functions.
Acknowledgement	I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the Office of Human Rights). Employee Signature _____ Print Name _____ Date _____ I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above. Supervisor Signature _____ Print Name _____ Date _____ Reviewing Supervisor Signature _____ Print Name _____ Date _____