

DUTY STATEMENT

CHP 129 (Rev. 5-19) OPI 097

CURRENT

COMMAND/ORGANIZATIONAL UNIT Cordelia Commercial Vehicle Enforcement Facility		DIVISION Golden Gate Division			
CIVIL SERVICE CLASSIFICATION TITLE Commercial Vehicle Inspection Specialist		BARGAINING UNIT R12	TENURE Permanent	TIME BASE Full-Time	INTERMITTENT HOURS PER MONTH
POSITION NUMBER 388-366-6854-XXX		CURRENT DATE 05/24/2024			
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 close supervision of the Sergeant, the Commercial Vehicle Inspection Specialist is responsible for inspection of commercial vehicles to determine if they comply with weight, size, registration, safety, and equipment requirements, and inspection of all types of commercial vehicle brake systems for compliance with the California Vehicle Code and other applicable laws and regulations for the Cordelia Commercial Vehicle Enforcement Facility (C.V.E.F.).

SUPERVISION RECEIVED
The Commercial Vehicle Inspection Specialist reports directly to and receives the majority of their assignments from the Sergeant. However, direction and assignments may also come from the Lieutenant.

SUPERVISION EXERCISED
N/A

WORKING CONDITIONS

SPECIAL PERSONAL CHARACTERISTICS
Emotional control, tolerance for unpleasant working conditions (e.g., noise, exhaust fumes, confined spaces, extremes of temperature), attention to detail, and patience.

PERCENTAGE OF TIME PERFORMING DUTIES	
	<u>Essential Functions</u>
40%	Conducts inspections of commercial vehicles as part of the Department's On-Highway Commercial Enforcement Program to ensure the safe operation of commercial vehicles on the State's highways. Monitors commercial vehicles for compliance with State/Federal laws relating to size and weight.
40%	Applies Federal and State regulations/laws while inspecting and testing all types of commercial vehicle brake systems, steering components, suspension/frame components, lighting devices and loaded materials. Reviews operator licenses, medical cards, log books, vehicle registrations and bills of lading to ensure compliance with rules and regulations.
5%	Researches, analyzes, and applies statutory regulations related to commercial vehicles when conducting inspections and responding to inquiries.
5%	Maintains vehicle inspection lanes which includes sweeping, wet mopping, hose wash down, and spot cleaning for safety purposes.
5%	Completes daily forms to record inspection results and to collect statistical data for the Department to document its On-Highway Enforcement Program activities.
	<u>Non-Essential Functions</u>
5%	Performs other duties within the scope of the classification as assigned.

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TOTAL	100%	
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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