STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

DUTY STATEMENT

CHP 129 (Rev. 5-19) OPI 052 CURRENT

COMMAND/ORGANIZATIONAL UNIT		DIVISION			
Gilroy Commerical Vehicle Enforcement Facility		Coastal			
CIVIL SERVICE CLASSIFICATION TITLE		BARGAINING UNIT	TENURE	TIME BASE	INTERMITTENT HOURS PER MONTH
Commercial Vehicle Inspection Specialist		R12	Permanent	Full-Time	
POSITION NUMBER		CURRENT DATE			
388-726-6854-XXX		10/14/2026			
DESIGNATED POSITION FOR CONFLICT OF INTEREST	CONFIDENTIAL DESIGNATION	FOR SELECTION STANDARDS AND EXAMINATIONS SECTION USE ONLY			
☐ YES ☑ NO	☐ YES ☑ NO	APPROVED BY		DATE	

FUNCTION OF POSITION

Under the close supervision of the Sergeant, the Commercial Vehicle Inspection Specialist is responsible for weighing and completing inspections of commercial type vehicles, with regard to the condition of vehicle components and systems, registration requirements, loading, required equipment, and compliance with the California Vehicle Code (CVC) and other laws, rules, and regulations governing these vehicles, and performing other related duties within the scope of the classification for the California Highway Patrol (CHP) Gilroy Commercial Vehicle Enforcement Facility in Coastal Division.

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 Commander.

SUPERVISION EXERCISED

N/A

WORKING CONDITIONS

Tolerance for unpleasant working conditions (e.g., noise, exhaust fumes, confined spaces, extremes of temperature). Work odd or unusual hours including weekends and holidays.

SPECIAL PERSONAL CHARACTERISTICS

Emotional control, attention to detail, and patience.

PERCENTAGE OF TIME PERFORMING DUTIES	
	Essential Functions
55%	Performs routine vehicle and hazardous materials inspections on commercial vehicles to determine if they comply with weight, size, registration, mechanical safety and equipment requirements, as prescribed by CFR 49, Title 13, CCR, and the CVC. Conducting "hands-on" Level 1 through 3 inspections of the vehicles and the components. Examining driver qualification cards and papers, registration papers, manifests, bills of lading, shipping papers for driver load, and upon determining compliance issue and affix CVSA decals to vehicles. May be assigned to perform their inspection duties at the inspection bays, from the scale head or with an officer assigned to MRE/SMPV duties.
40%	Operates/accesses the MIS, MISTER and other computer software. Prepares accurate, legible inspection report forms, documenting all mechanical defects and driver qualification deficiencies. Submits documentation and refers enforcement issues to the scale officer. Researches and interprets laws, rules, and regulations governing commercial vehicles. Provides "hands on" training to Commercial Vehicle Inspection Specialist trainees, as assigned. The scale head operates the scales, ensuring vehicles are selected at intervals so as to provide continuing source of inspections for the bays, while creating as little delay as possible to the vehicles selected for inspection. Answers telephones, directs calls and inquiries, and takes messages as appropriate.
	Non-Essential Functions
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

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