



		RPA Control No.#	C&P Analyst Approval FA	Date 12.13.2023
Employee Name		Division DSH - Metropolitan		
Position No / Agency-Unit-Class-Serial 487-559-6386-xxx		Unit General Services		
Class Title Automotive Equipment Operator I		Location Transportation		
SUBJECT TO CONFLICT OF INTEREST CODE ☐ Yes ☒ No	CBID R12	WORK WEEK GROUP 2	PAY DIFFERENTIAL	WORKING HOURS

The Department of State Hospital's mission is to provide evaluation and treatment in a safe and responsible manner, and seek innovation and excellence in hospital operations, across a continuum of care and settings. You are a valued member of the Department's team. You are expected to work cooperatively with team members and others to enable the department to meet these goals and provide the highest level of service possible. Your efforts to treat others fairly with dignity and respect are important to everyone you work with.

BRIEFLY DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS Under the direction of the Automotive Equipment Operator II and supervision of the Automotive Pool Manager II or designee, the Automotive Equipment Operator I (AEO I) operate and service passenger vehicles, trucks, small-wheeled tractors, and similar motor equipment; general laboring work; may instruct, lead, or supervise individual/patient workers; and other related work.

% 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.)
	<u>ESSENTIAL FUNCTIONS</u>
45 %	Operates passenger vehicles, trucks, buses, small-wheeled tractors, backhoe and other automotive equipment; operates pallet trucks, forklifts and other apparatus utilized for re-location of equipment and/or freight; transports passengers; loads, unloads, and delivers mail, laundry, food, furniture, freight, rubbish, and bio-hazardous waste.
45 %	Services, washes and makes minor adjustments to automotive equipment including, but not limited to, passenger vehicles and service trucks.
	<u>MARGINAL FUNCTIONS</u>
5 %	May supervise Industrial Therapy Workers and/or California Conservation Corpsmen. Keep track of time used and do work evaluations.
5 %	All other duties and special projects as assigned consistent with this classification.

Other Information	SUPERVISION RECEIVED Under the general direction of the Automotive Equipment Operator II and supervision of the Automotive Pool Manager II. SUPERVISION EXERCISED None <u>KNOWLEDGE AND ABILITIES</u> KNOWLEDGE OF: Operating, servicing, making minor adjustments and repairs on various kinds of automotive equipment, including passenger vehicles and trucks; provision of the Motor Vehicle Code pertaining to the operation of vehicles on the highway. ABILITY TO: Load and unload vehicles correctly and safely; demonstrates good mechanical ability; follow oral and written directions; do simple clerical work; supervise the work of helpers. <u>REQUIRED COMPETENCIES</u> PHYSICAL The incumbent must possess the necessary physical, mental and cognitive abilities to perform the work needed to carry out the essential duties of the position. This includes bending, stooping, twisting, walking on irregular surfaces, pushing, and pulling up to 50 pounds, lifting and carrying up to 50 pounds. SAFETY Actively supports a safe and hazard free workplace through practice of personal safety and vigilance in the identification of safety or security hazards, including infection control. CULTURAL AWARENESS Demonstrates awareness to multicultural issues in the workplace, which enables the employee to work effectively. CPR Maintains current certification. SITE SPECIFIC COMPETENCIES N/A TECHNICAL PROFICIENCY (SITE SPECIFIC) N/A LICENSE OR CERTIFICATION - It is the employee's responsibility to maintain a license, credential, or required registration pertinent to their classification on a current basis. Any failure to do so may result in termination from Civil Service. Employees in this classification must: Possess a driver license valid for operation of any bus designed to carry more than 15 passengers, any single vehicle with three or more axles, any such vehicle towing another vehicle weighing less than 6000 pounds gross; a Defensive Driving Certificate. TRAINING - Training Category = Type II General The employee is required to keep current with the completion of all required training.
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THERAPEUTIC STRATEGIC INTERVENTION (TSI)

Supports safe working environment; practices the strategies and intervention that promote a therapeutic milieu; applies and demonstrates knowledge of correct methods in the management of assaultive behavior. Training provided during new employee orientation.

WORKING CONDITIONS**EMPLOYEE IS REQUIRED TO:**

- Report to work on time and follow procedures for reporting absences;
- Maintain a professional appearance;
- Appropriately maintain cooperative, professional, and effective interactions with employees, patients/clients, and the public.
- Comply with hospital policies and procedures.
- The employee is required to work any shift and schedule in a variety of settings 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 health review and repeat health reviews whenever necessary to ascertain that they are free from symptoms indicating the presence of infection and are able to safely perform their essential job functions.

Regular and consistent attendance is critical to the successful performance of this position due to the 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.

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'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.

Supervisor's Signature

Date
