CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION
POSITION DUTY STATEMENT

☐ PROPOSED

☐ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM	POSITION NUMBER (Agency-Unit-Class-Serial)			MCR / HCR
SQRC	095-243-6868-XXX			1/D
DIVISION / UNIT	CLASSIFICATION TITLE			
	Automobile Mechanic, CF			
	WORKING TITLE			
Procurement / Garage	TIME BASE / TENURE	CBID	WWG	COI
	FT	R12	2	Yes ☐ No ☒
LOCATION	INCUMBENT		EFFECTIVE DATE	

CDCR'S MISSION and VISION

Mission
We enhance public safety through safe and secure incarceration of offenders, effective parole supervision, and rehabilitative strategies to successfully reintegrate offenders into our communities.

Vision
We enhance public safety and promote successful community reintegration through education, treatment, and active participation in rehabilitative and restorative justice programs.

COMMITMENT TO DIVERSITY, EQUITY, AND INCLUSION

The California Department of Corrections and Rehabilitation (CDCR) and California Correctional Health Care Services (CCHCS) are committed to building and fostering a diverse workplace. We believe cultural diversity, backgrounds, experiences, perspectives, and unique identities should be honored, valued, and supported. We believe all staff should be empowered. CDCR/CCHCS are proud to foster inclusion and representation at all levels of both Departments.

DIVISION OVERVIEW

BRIEFLY DESCRIBE THE DIVISION/UNIT FUNCTIONS

GENERAL STATEMENT

BRIEFLY (1 OR 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS

Under the direction of the Equipment Maintenance Supervisor, CF; the Automobile Mechanic will do skilled work in the adjustment, servicing, and repair of automotive equipment; instructs and leads Automobile Mechanic Trainees; may instruct, lead, or supervise incarcerated people, wards, or resident workers; and perform 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.
40%	The automobile mechanic will inspect all automotive equipment on a regular basis for safety and road worthiness; perform routine service and major and minor repairs as required including but not limited to tune-ups, tire rotation and replacement; wheel balancing; installation of spark plugs, points, condensers, distributor caps, minor and major engine overhauls, and minor and major transmission service; installation and adjustment of brakes and any other minor or major repairs as needed; maintain service records on each vehicle showing service mileage, service performed, and cost.
25%	Supervise and train incarcerated workers to perform service and repairs on institution vehicles, proper and safe use of tools and equipment; and maintain security of the garage and vehicles. Conduct periodic searches of area and vehicles for contraband; maintain tool control, conduct clothed body searches on incarcerated people; maintain incarcerated worker timekeeping and work records. Prepare work supervisory reports for incarcerated people, provide incarcerated person safety training, and enforce safety regulations.
20%	Dispatch pool vehicles and maintain issue logs with destination and return information; consult with institution staff concerning service and maintenance of vehicles assigned to

	specific departments; write periodic reports on fleet condition as required by administration and other controlling agencies.
10%	Assist with procurement of parts and supplies, including but not limited to solicitation of price quotes and processing in the Business Information System. Maintain inventory of automobile and garage supplies.
5%	Attend training and staff meetings as required. Perform other duties as required within the scope and duties of an auto mechanic.

SPECIAL REQUIREMENTS

- CDCR does not recognize hostages for bargaining purposes. CDCR has a "NO HOSTAGE" policy and all incarcerated people, visitors, nonemployees and employees shall be made aware of this.

Maintains order and supervises the conduct of persons committed to the Department of Corrections and Rehabilitation; prevents escapes and injury by these persons to themselves and others or to property; maintains security of the working areas and work materials; inspects premises and searches incarcerated people; documents incarcerated people's behavior; writes reports.

NON-ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO, THE FOLLOWING: None noted.

SUPERVISORY RESPONSIBILITIES: None noted.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: **Experience:** Either I: Twelve months of experience as an Automobile Mechanic Trainee, Range C, in California state service. And: Education: Eighteen semester units in automobile mechanics from an accredited junior college or comparable institution. OR II: Four years of experience in California state service performing the duties of a Mechanic's Helper, at least one year of which shall have included experience in the overhaul and repair of the major components of automotive equipment. OR III: Completion of a recognized apprenticeship as an Automobile Mechanic. (Apprentices who are within six months of completing their apprenticeship program may be admitted to the examination, but they must present evidence of completion of a recognized apprenticeship before they may be appointed.) OR IV: Three years of experience diagnosing malfunctions, overhauling, repairing, and maintaining engines, automatic and standard transmissions, clutch, and brake systems, and other major components of automobiles and trucks. [Successful completion of automotive technology or automotive mechanics technology vocational education or training courses offered by an institution recognized or accredited by the Western Association of Schools and Colleges may be substituted for up to one year of the required experience on the basis of three (3) semester units or four and one-half quarter units, equal to one (1) month experience.]

KNOWLEDGE AND ABILITIES: **Knowledge of:** Methods, tools, materials, and equipment used in the maintenance, adjustment, and repair of automotive equipment, including internal combustion engines; methods used in a program of preventive maintenance for automotive equipment.

Skill in: Adjustment and repair of automotive equipment.

Ability to: Operate machine tools used in automotive repair and do welding and brazing work; inspect automotive equipment, locate defects, and estimate the cost of repairs; read, interpret, and work from plans, drawings, and specifications; requisition and store a supply of automotive parts; keep records and make

reports; instruct and supervise unskilled assistants; follow oral and written directions; analyze situations accurately and take effective action; read and write at a level appropriate to the classification.

LANGUAGE SKILLS: Ability to give and receive verbal and written instruction, spell accurately, write reports and correspondence and perform financial and statistical clerical work.

REASONING ABILITY: Ability to analyze data and draw logical conclusions, and apply departmental rules and regulations to specific instances.

CERTIFICATES, LICENSES, REGISTRATIONS: Possession of a Class A Motor Vehicle Pollution Control Device Installer's License. And possession of a Class III California driver's license valid for the operation of any two-axle single-motor vehicle and one towed vehicle (i.e., a trailer with a gross weight of 6,000 pounds or less).

OTHER SKILLS AND ABILITIES: Ability to maintain regular attendance and to be punctual.

OTHER QUALIFICATIONS: None noted.

SPECIAL PHYSICAL CHARACTERISTICS: Persons appointed to positions in this class must be reasonably expected to have and maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of incarcerated people.

Assignments during tour of duty may include sole responsibility for the supervision of incarcerated people and/or the protection of personal and real property.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The following is a definition of the on-the-job time spent in physical activities:
Constantly: Involves 2/3 or more of a workday
Frequently: Involves 1/3 to 2/3 of workday
Occasionally: Involves 1/3 or less of workday
N/A: Activity or condition is not applicable

Standing: Frequently – to repair and maintenance automotive equipment.
Walking: Occasionally – walking to various areas for supervision or maintenance/repair of various projects.
Sitting: Occasionally - to operate a computer terminal, complete paperwork, or utilize a telephone at a desk. Worker may stand and walk intermittently.
Lifting: Occasionally - to move various pieces of equipment/machinery, and various office equipment.
Carrying: Occasionally - to move the above noted items short distances within the office.
Bending/Stooping: Occasionally – in the course of repairing/maintaining the minor construction of buildings.
Reaching in Front of Body: Frequently - to access a computer keyboard, answer a telephone, review files, operate a photocopier, or retrieve items from shelves or drawers.
Reaching Overhead: Occasionally - to retrieve files from the top shelves of a five-shelf vertical file.
Climbing: To utilize stairs
Balancing: To maneuver the uneven terrain in and around the institution.
Pushing/Pulling: Occasionally - to open and close drawers and binders.
Kneeling/Crouching: N/A.
Crawling: N/A
Fine Finger Dexterity: Frequently - to sort through paper, operate a computer and ten-key, and write notes.

Hand/Wrist Movement: Frequently - to operate a computer, telephone, photocopier, ten-key and other office equipment; to handle papers, files and binders; to open and close drawers and obtain supplies; and to write notes.
Driving Cars/Trucks/Forklifts or Other Moving Equipment: Frequently – to perform duties of an Equipment Maintenance Supervisor in the Garage and around the institution.
Hearing/Speech: Occasionally - to communicate with co-workers and by telephone.
Sight: Constantly - to access a computer, read, review and generate paperwork.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The Automobile Mechanic, CF works in an open office area where each employee may have their own desk area. Floors may be carpeted/linoleum covered concrete and lighting florescent. Temperatures may be thermostatically controlled. The Automobile Mechanic, CF works in the Garage, to perform vehicle repair work, which is an open floor space that is well lit and ventilated with various vehicle tools and equipment.

MACHINES, TOOLS, EQUIPMENT, AND WORK-AIDS: Various heating, electrical, mechanical, and power equipment, phone, computer, copy machine.

Sexual Harassment Policy: Sexual Harassment is illegal. All staff are required to conform to applicable laws, rules, codes, policies and procedures regarding Sexual Harassment and Equal Employment Opportunity (EEO). References are found in DOM Section 31010.

Initial:_____

Code of Conduct: As an employee of the Division of Adult Institutions, we are expected to perform our duties at all times as follows: Demonstrate professionalism, honesty, and integrity; accept responsibility for our actions and their consequences; appreciate differences in people, their ideas and opinions; treat fellow employees, incarcerated people and wards, families of incarcerated people and wards, parolees, and the public with dignity and fairness; respect the rights of others and treat others fairly regardless of race, color, national origin, ancestry, gender, religion, marital status, age, disability, medical condition, pregnancy, sexual orientation, veteran status, or political affiliation; comply with all applicable laws and regulations; report misconduct or any unethical or illegal activity and cooperate fully with any investigation.

Initial:_____

Incompatible Activities: Per California Code of Regulations, Title 15, Section 3413, Incompatible Activities, subsections (a) (1), (3), (6) and (b), employees are not to engage in activities for profit using State facilities, materials or time.

Initial:_____

Nepotism/Fraternization Policy: Staff shall not use their personal relationships to aid or hinder others in the employment setting. Employees shall immediately notify the hiring authority or their respective supervisor when working arrangements and/or assignments are in conflict with the nepotism/fraternization policy. Additional information is found in DOM 33010.25

Initial:_____

COMMENTS: Work hours are 6:00am to 2:00pm, Monday through Friday.

Information for this document was obtained by reviewing the State Personnel Board specification for this classification and through observation of duties as they are currently performed.

CONSEQUENCE OF ERROR

- Example: Consequences of error may result in loss of time and could cause significant delays in program production. Such delays can result in inefficient use or misdirection of department resources resulting in the inability to meet efficiency and time line goals, and varying degrees of negative financial impacts to the department.

To be reviewed and signed by the supervisor and employee:

EMPLOYEE'S STATEMENT:

- *I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH MY SUPERVISOR AND RECEIVED A COPY OF THIS DUTY STATEMENT.*

EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE

SUPERVISOR'S STATEMENT:

- *I CERTIFY THIS DUTY STATEMENT REFLECTS CURRENT AND AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION*
- *I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE A COPY OF THIS DUTY STATEMENT.*

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE