CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT

☐ PROPOSED

☒ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM	POSITION NUMBER (Agency-Unit-Class-Serial)			MCR / HCR
CALIFORNIA MEN'S COLONY	056-243-6868-001			1
DIVISION / UNIT	CLASSIFICATION TITLE			
	AUTOMOBILE MECHANIC, CF			
	WORKING DAYS/HOURS: Monday – Friday 0700-1500 (Position may require incumbent to work flexible hours and/or overtime)			
BUSINESS SERVICES/PLANT OPERATIONS	TIME BASE / TENURE	CBID	WWG	COI
		R12	2	Yes ☐ No ☒
LOCATION	INCUMBENT		EFFECTIVE DATE	
HIGHWAY 1 NORTH, SAN LUIS OBISPO, CA 93409			01/26/2026	

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 CALIFORNIA MODEL and DIVERSITY, EQUITY, and INCLUSION

California Department of Corrections and Rehabilitation (CDCR) and California Correctional Health Care Services (CCHCS) are committed to transforming the correctional landscape to create safer, more professional, and more fulfilling environments for our employees, the incarcerated population, and those supervised in our communities. Through systemwide improvements grounded in proven and emerging practices, we aim to strengthen rehabilitation, enhance workplace satisfaction, and support successful reentry into the community through our institutions, parole, and community partnerships. Our shared mission is to promote safety, wellness, and human dignity while fostering positive change for all those who live and work within our institutions and communities.

CDCR and CCHCS are committed to building an inclusive respectful workplace. We are determined to attract and hire candidates from all communities and empower employees from a variety of backgrounds, perspectives, and personal experiences. We are proud to foster inclusion and drive collaborative efforts at all levels of the Department.

DIVISION OVERVIEW

BRIEFLY DESCRIBE THE DIVISION/UNIT FUNCTIONS

The Automotive Mechanic will perform skilled work in the adjustment, servicing, and repair of automotive equipment. May instruct, lead or supervise incarcerated persons.

GENERAL STATEMENT

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

Under the direction of the Equipment Maintenance Supervisor, (Correctional Facility).

% 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%	Inspects all automotive equipment on a regular basis for safety and road worthiness; performs 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, 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%	Supervises and trains incarcerated person 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. Conducts periodic searches of area and vehicles for contraband; maintains tool control; maintains incarcerated person timekeeping and work records in SOMS. Prepares work supervisory reports for incarcerated person; provides incarcerated person safety training, and enforces safety regulations

20%	Dispatches pool vehicles and maintains issue logs with destination and return information; consults with institution staff concerning service and maintenance of vehicles assigned to specific departments; writes periodic reports on fleet condition as required by administration and other controlling agencies.
10%	Assists with requisitions of automotive parts and supplies, including but not limited to solicitation of price quotes and processing in the Business Information System. Maintains inventory of automobile and garage supplies.
5%	Performs other duties as required within the scope and duties of an Auto Mechanic. Perform administrative duties including, but not limited to: adhere to Department policies, rules and procedures; submit administrative requests including leave, travel, and training in a timely and appropriate manner; accurately report time, and submit timesheets by the due date.

SPECIAL REQUIREMENTS

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

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 timeline 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