STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

DUTY STATEMENT

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

COMMAND/ORGANIZATIONAL UNIT		DIVISION			
Donner Pass Commercial Vehicle Enforcement Facility (CVEF)		Valley Division			
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			
388-223-6854-XXX		07/01/2026			
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 performing inspections of commercial vehicles to determine if they comply with applicable size, weight, loading, registration, safety, and equipment requirements for the Donner Pass CVEF.

SUPERVISION RECEIVED
The Commercial Vehicle Inspection Specialist reports directly to and receives the majority of their assignments from the sergeant.

SUPERVISION EXERCISED
N/A

WORKING CONDITIONS
Inspections are completed both indoors and outdoors under various weather and environmental 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	
	Essential Functions
40%	Conducts inspections of commercial vehicles as part of the Department's Commercial Enforcement Program to ensure the safe operation of commercial vehicles. Monitors commercial vehicles for compliance with State and Federal laws relating to size, weight, loading, registration, safety, and equipment requirements.
40%	Applies State and Federal regulations/laws while inspecting all types of commercial vehicle brake systems, steering components, suspension/frame components, lighting devices, and loaded materials. Reviews operator licenses, hours of service, 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 inquires.
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.
	Non-Essential Functions
5%	Performs other 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