STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

DUTY STATEMENT

CHP 129 (Rev. 5-19) OPI 097 CURRENT

COMMAND/ORGANIZATIONAL UNIT	DIVISION			
Bridgeport - 820	Inland			
CIVIL SERVICE CLASSIFICATION TITLE	BARGAINING UNIT	TENURE	TIME BASE	INTERMITTENT HOURS PER MONTH
Automotive Technician II	R12	Permanent	Full-Time	
POSITION NUMBER	CURRENT DATE			
388-820-6830-001	02/04/2026			

DESIGNATED POSITION FOR CONFLICT OF INTEREST	CONFIDENTIAL DESIGNATION	FOR SELECTION STANDARDS AND EXAMINATIONS SECTION USE ONLY	
		APPROVED BY	DATE
☐ YES ☑ NO	☐ YES ☑ NO		

FUNCTION OF POSITION

Under the general supervision of the Fleet Sergeant, the Automotive Technician II is responsible for fleet maintenance, inspections of vehicles, diagnosis, minor repairs of the fleet, processing of paperwork and keeping vehicle files updated for the Bridgeport Area.

SUPERVISION RECEIVED

The Automotive Technician II reports directly to and receives the majority of their assignments from the Fleet Sergeant. However, direction and assignments may also come from the Lieutenant, Commander .

SUPERVISION EXERCISED

N/A

WORKING CONDITIONS

Incumbents are required to crawl underneath a vehicle/down under the dashboard/into the trunk; lift and carry tires up to 60 pounds in weight; and work in varying, and sometimes extreme, temperatures.

SPECIAL PERSONAL CHARACTERISTICS

Ability to be tactful and maintain good rapport with employees, peers, and supervisors. Confidentiality is essential in this position. Good attendance, punctuality, and dependability. A working knowledge of personal computers and excellent interpersonal skills.

PERCENTAGE OF TIME PERFORMING DUTIES	**Essential Functions**
25%	Checks vehicle defect/service sheet, vehicle service board and work email. Every day, visually checks all patrol vehicles in the parking lot. Performs minor repairs as necessary/required. Maintain report of vehicle mileage and ensure required service is performed. Transports vehicles to the repair/service vendor. Secure bids to repair vehicles damaged in traffic collisions/incidents. Maintains controls and ensure completion of smog inspection on designated vehicles as necessary/ required. Changes and balances tires as necessary/required. Coordinates radio repairs with the radio technician and the Area consolidated patrol vehicle environment / EV20 coordinator. Coordinates and/or complete required speedometer calibrations with the assistance of the Area RADAR coordinator. Ensures the security of patrol vehicle rifle and shotgun during service/repair and/or when the vehicle is placed out of service. Maintains supplies including parts, liquids, oils, lubricants etc. as necessary/required. Works with the Area Maintenance Worker to ensure vehicle bays and gas pump area is clean/neat.
25%	Inputs changes and manage inventory utilizing the Fleet Focus program. Orders/purchases vehicle parts, supplies, and tools as necessary/required utilizing P-Card, ReDS and/or contract. Checks gas storage tank levels and order fuel as necessary/ required. Track daily gasoline usage utilizing the CHP 33, Driver's Equipment Check. Prepares a CHP 266, Credit Memorandum, for surplus/obsolete equipment as necessary/required. Works with the Area Maintenance Worker to ensure vehicles are washed and clean. Prepares monthly reports as necessary/required. Prepares requisitions as necessary/required. Solicit bids for and/or process the sale of used tires as required. Orders sreplacement for lost/defective fuel cards. Coordinates with Fleet Operations for the timely replacement of vehicles as necessary/required. Updates CHP 57, Motor Vehicle Assignment and Transfer, as necessary/required. Completes new vehicle preparation and ensure all required equipment is supplied/installed and accounted for. Maintains all files and records for all Area vehicles. Assists the Area fleet sergeant with inventories/inspections/audits as necessary/required.
20%	Installs enforcement and emergency equipment as necessary/required.

15%	Cleans, strips, and prepares vehicles (including wrecked vehicles) for survey. Completes all necessary forms/reports for vehicle transfers.
5%	Reviews Highway Patrol Manual 31.1, Fleet Operations Manual, and all management memorandums, communication network messages, informational bulletins, service bulletins, and emails related to fleet maintenance and repair.
	Non-Essential Functions
5%	Performs job-related duties within the scope of the classification, as assigned.
5%	Maintains Area fire extinguishers for patrol vehicles
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