

DUTY STATEMENT

CHP 129 (Rev. 5-19) OPI 097

CURRENT

COMMAND/ORGANIZATIONAL UNIT Inland Division		DIVISION Inland			
CIVIL SERVICE CLASSIFICATION TITLE Automotive Technician II		BARGAINING UNIT R12	TENURE Permanent	TIME BASE Full-Time	INTERMITTENT HOURS PER MONTH
POSITION NUMBER 388-801-6830-003		CURRENT DATE 10/14/2026			
DESIGNATED POSITION FOR CONFLICT OF INTEREST ☐ YES ☒ NO	CONFIDENTIAL DESIGNATION ☐ YES ☒ NO	FOR SELECTION STANDARDS AND EXAMINATIONS SECTION USE ONLY			
		APPROVED BY			DATE

FUNCTION OF POSITION

Under the direction of the Staff Services 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 Inland Division.

SUPERVISION RECEIVED

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

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

- | | |
|-----|---|
| 45% | Reviews vehicle defect reports written by drivers, determine necessary repairs, make repairs or arrangements for repair facilities or dealer repairs to be made. Maintains all required records and reports of vehicle maintenance. Safely operates vehicle and moves them to and from the office as well as commercial sources for repair, if unable to repair locally. Reviews, processes and maintains copies of all invoices received for work performed by dealers and vendors. Completes required forms, records, and invoices for repairs. Sends invoices to the clerical office for processing to Fiscal Management Section, files copies in vehicle folders. |
| 30% | Performs minor repairs, services vehicles according to prescribed schedules. Mounts, balances, and changes tires, maintains an adequate supply of mounted tires for immediate use. Cleans vehicle interiors, trunks, and engine compartments. Ensures patrol vehicle trunks are organized and properly stocked. Ensures Automotive Technician office is clean and orderly. Provides regular updates on fleet status to the commander and the fleet supervisor. Coordinates the exchange of vehicles with Fleet Operations Section (FOS), and arranges for transport to/from FOS. Equipment installation duties involve comprehensive safety inspection and testing of new vehicles, assembly, installation, removal and repair of special equipment, reconditioning of used vehicles to prepare them for sale, and conduct sales of vehicles. |
| 20% | Maintains proper inventory and records of tools, spare parts and tires. Maintains required stocks of vehicle oils and fluids and required records of petroleum products. Ensures amount of parts and supplies used are promptly entered into departmental data bases. Coordinate and complete required speedometer calibrations. Maintain fire extinguishers for fleet and coordinate radio repair with radio technician. Provides security for spare parts, tire, tools and other equipment. Arrange disposal of hazardous materials, tires and other non-serviceable items. |

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	<u>Non-Essential Functions</u>
5%	Perform job-related 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