STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

DUTY STATEMENT

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

COMMAND/ORGANIZATIONAL UNIT	DIVISION			
Santa Barbara Area	Coastal			
CIVIL SERVICE CLASSIFICATION TITLE	BARGAINING UNIT	TENURE	TIME BASE	INTERMITTENT HOURS PER MONTH
Automotive Technician II	R12	Permanent	Full-Time	
POSITION NUMBER	CURRENT DATE			
388-760-6830-961	11/02/2026			

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 direct supervison of the Fleet Sergeant, the Automotive Technician II is responsible for all duties with regards to the maintenance and operation of patrol vehicles and specialized vehicles for the Santa Barbara Area Office.

SUPERVISION RECEIVED
The Automotive Technician II reports directly to and receives the majority of their assignments from the Fleet Sergeant.

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

PERCENTAGE OF TIME PERFORMING DUTIES	
	Essential Functions
50%	Maintains vehicles assigned to the Area office. Reviews vehicle reports for necessary repairs to vehicles. Inspects and verifies necessity for repairs to defective vehicles. Maintains all required records and reports of vehicle maintenance. Safely operates all passenger and commercial type vehicles (requiring a class "B" license with proper endorsements) and moves them to and from commercial sources for repair, if unable to repair locally. Reviews, processes, and maintains copies of all invoices received for work performed by dealers and other vendors. Completes required forms, records, and invoices for repairs. Maintains proper inventory and records of spare parts, tires, and petroleum products. Coordinates the sales of surveyed vehicles and when necessary prepares parts for shipment. Diagnoses mechanical, electrical, and system defects on vehicles and determine proper repair procedures. Cleans vehicle interior, trunk, and engine compartments. Provides security as required for spare parts, tires, tools, and other departmental equipment used in maintaining vehicles. Performs minor repairs to vehicles as required. Maintains required stocks of oil and required records of usage of petroleum products. Obtains bids and sell surplus tires, parts, and vehicles as necessary.
45%	Prepares Area/ Division Monthly Mileage Reports. Accounts for and control automotive equipment assigned to the Area office. Maintains files for automotive bulletins. Maintains the inventory control system for required automotive parts and supplies. Reviews monthly F.M.I.S. reports for trends and maintains cumulative records of Area maintenance and repair costs. Maintains a list of available cannibalized vehicles and/ or parts and attempt to locate necessary parts for Area upon request. Road tests vehicles each week to determine changes in driving characteristics. Washes vehicles and cleans interior glass each week, or as conditions may warrant. Inspects vehicles daily for adequate fuel levels, and maintain the interiors in an impeccable condition. Coordinates rotation of Pool Vehicles within the Area. Acts as the Fleet Anywhere Coordinator, assists with Special Vehicle distribution, Assistant Facilities Coordinator and Assistant CalCard Coordinator.
	Non-Essential Functions
5%	Performs other 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