STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

DUTY STATEMENT

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

COMMAND/ORGANIZATIONAL UNIT	DIVISION			
Beaumont (845)	Inland Division			
CIVIL SERVICE CLASSIFICATION TITLE	BARGAINING UNIT	TENURE	TIME BASE	INTERMITTENT HOURS PER MONTH
Automotive Technician II	R12	Permanent	Full-Time	
POSITION NUMBER	CURRENT DATE			
388-845-6830-001	11/5/2026			

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 direction of the Administration Sergeant, the Automotive Technician II is responsible for maintenance and repairs of fleet vehicles and equipment, maintaining parts and supplies for California Highway Patrol vehicles, and maintaining fleet record and reports for the Beaumont Area.

SUPERVISION RECEIVED

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

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. Incumbent is required to drive state vehicles, as needed.

SPECIAL PERSONAL CHARACTERISTICS

PERCENTAGE OF TIME PERFORMING DUTIES	Essential Functions
40%	Performs routine maintenance, service, repairs, and safety checks of all departmental vehicles assigned to the Area. Installs equipment on new vehicles. Prepares run out vehicles and salvaged vehicles for resale. Installs and maintains specialty equipment. Adheres to all orders, policies, procedures and appropriate Motor Transport Bulletins. Reviews vehicle defect reports for necessary repairs to vehicles, and inspects and verifies the need for repairs to defective vehicles. Maintains all required vehicle maintenance records. Safely operates vehicles and moves them to and from commercial repair facilities if unable to repair locally. Reviews, processes, and maintains copies of all invoices received for work performed by dealers and vendors. Ensures invoices are coded properly and sends invoices to Accounting Section promptly.
30%	Performs minor repairs, and services vehicles according to prescribed schedules. Mounts, balances and changes tires and maintains an adequate supply of mounted tires for immediate use. Cleans vehicle interiors, trunks, and engine compartments. Ensures vehicle trunks are organized and properly stocked. Ensures automotive shop and office is clean and orderly. Provides regular updates on fleet status to the Administrative Lieutenant and Administrative Sergeant. Coordinates the exchange of vehicles with Fleet Operations Section and arranges for transport of vehicles to and from Fleet Operations Section. Obtains cost effective bids for review/approval by the Fleet Supervisor. Conducts daily checks of gas level intakes each business day and reconciled against meter readings. Conducts weekly checks on the emergency generator for proper operation including propane fuel level and oil level. Performs transportation of patrol vehicles to garages for necessary repair or warranty work that cannot be accomplished at Area. Maintains and processes data entry into Fleet Focus program.
20%	Maintains proper inventory and records of spare parts, tires, and petroleum products. Maintains required stocks of gasoline, oil, and propane. Ensures parts and supplies use are promptly and accurately entered into departmental data bases. Ensures and checks status of service station equipment and fuel monitoring systems daily. Ensures spare parts, tires, tools, and other equipment are secure and accounted for.
5%	Obtains bids and sells surplus tires, parts, and surveyed vehicles, as necessary. Coordinates repair of automotive service equipment, as necessary. Prepares automobile parts for shipment, as needed. Assists with installation and removal of Mobile Video Audio Recording Systems, Radio Detection and Ranging and other equipment.

	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