STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

DUTY STATEMENT

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

COMMAND/ORGANIZATIONAL UNIT	DIVISION			
Hayward Area	Golden Gate 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			
388-345-6830-003	02/10/2022			

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 Administrative Sergeant, the Automotive Technician II is responsible for maintaining the Area's fleet, all records pertaining to fleet maintenance, operation, inventory of vehicle parts and supplies, and the rotation of patrol units to be cycled in and out of the Area's fleet. During a vehicle's service life, all operational damage, such as scratches, dents, faded decals and any cosmetic blemishes will immediately be repaired. This is in order to maintain an excellent appearance for the fleet, in keeping with the professional image of the Department. Responsible for all fuel, fuel pump records, tools, and other automotive equipment for the Hayward 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 other Area Sergeants, the Lieutenant, and the Captain.

SUPERVISION EXERCISED

N/A

WORKING CONDITIONS

Automotive Technician II's 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**
40%	Service the fuel island, ensuring proper supplies are in place. Obtain the printout of the fuel inventory from the monitoring system. Complete the CHP 33D, Daily Gasoline Inventory, and transfer applicable information to the form CHP 33F, Monthly Gasoline Inventory. Arrange for service or repairs of the Area's fleet. Complete the CHP 423A, Fleet Cost Data Input - Vehicles, for vendor-completed service or repairs and make entry for each invoice in the invoice tracking database. Submit to the Fleet Sergeant for approval. Maintain each vehicle's service folder. Transfer automotive parts deleted from inventory to the applicable form CHP 423A. Keep shop and work areas orderly and clean.
25%	Provide the clerical staff with a list of applicable supplies needed from the Supply Services Unit. Maintain controls and ensure completion of smog inspection on designated vehicles as necessary/required. Complete inventory of all items subject to inventory controls. Purge written records older than three years. Order automotive parts, tires, tools, batteries, fuel, etc. from the appropriate vendor. Submit information to Motor Transport Section via the form CHP 57, Motor Vehicle Assignment and Transfer, for replacement of run-out vehicles, with the Fleet Sergeant's approval. Maintain delegation log for automotive parts, fuel and batteries. Dispose of junk tires via the bid process. Stock arriving automotive parts and supplies and add to the applicable inventory log. Maintain and update contract files and Motor Transport Bulletins. Ensure automotive vendor services are properly completed.
20%	Retrieve the CHP 33, Driver's Equipment Check, and gas receipts from each vehicle and file with month-end reports. Complete the CHP 33F and file with the applicable CHP 33D. Complete the CHP 423A and mail to Motor Transport Section by the 10th of the following month. Complete the CHP 246, Monthly Mileage Report, and file. Mail copies of the previous month's delegation logs to Accounting Section. Ensure the fuel island's hoses and nozzles are free from defects. Ensure the propane tank's fuel level is above the minimum level of 30 percent. Submit updated mileage averaging report to the Fleet Sergeant.

10%	Supervise mobile car wash service to ensure acceptable service and accurate billing. Provide the Area Commander with a summary of reported vehicle defects and repairs, with completion dates. Update the Fleet Sergeant on the status of the fleet.
	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