STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

DUTY STATEMENT

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

COMMAND/ORGANIZATIONAL UNIT	DIVISION			
Temecula Area - 685	Border			
CIVIL SERVICE CLASSIFICATION TITLE	BARGAINING UNIT	TENURE	TIME BASE	INTERMITTENT HOURS PER MONTH
Automotive Technician II	R12	Permanent	Full-Time	
POSITION NUMBER	CURRENT DATE			
388-685-6830-001	05/01/2025			

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 supervision of the Area Fleet Sergeant, the Automotive Technician II is responsible for maintenance of the Area's fleet for the Temecula Area.

SUPERVISION RECEIVED
The Automotive Technician II reports directly to and receives the majority of their assignments from the Temecula Area Fleet Sergeant. However, direction and assignments may also come from the additional Area Sergeants, Lieutenant, or the Area 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

PERCENTAGE OF TIME PERFORMING DUTIES	Essential Functions
40%	Vehicle Maintenance and Repairs: Perform scheduled maintenance of all vehicles within the fleet. Diagnose and perform minor repairs and adjustments on vehicles. Assemble, install, repair and or remove special automotive equipment. Conduct comprehensive safety inspections of fleet. Change flat or damaged tires as needed. Ensure all vehicles are returned to service in a timely manner. Input required data into FleetFocus as outlined in HPM 31.1.
25%	Automotive Shop Oversight and Record Keeping: Maintain records of vehicle repairs/maintenance in vehicle files and California Highway Patrol (CHP) fleet database. Requisition/Purchase automotive supplies. Examine all repair billings to ensure optimum cost/quality maintenance level is maintained. Ensure adequate on-hand inventory commensurate with fleet needs, and provide for timely sale of used materials (tires, rotors, batteries, etc.) Maintain supply of mounted tires. Maintain up-to-date copies of CHP fleet related Information Bulletins. Ensure workspace is clean and free of occupation safety hazards.
15%	Vehicle Repair Coordination: Schedule and deliver vehicles for necessary maintenance and approved complex repairs to authorized facilities. Deliver and pick up vehicles and automotive part/supplies at CHP Fleet Operations Section in Sacramento and/or Torrance.
10%	Vehicle Lot Oversight: Maintain fuel island to include adequate supply of fuel, fuel logs, and miscellaneous supplies. Underground fuel tank level to be checked each business day and reconciled against meter readings. Coordinate fuel shipments. Coordinate pick up of hazardous waste. Check emergency generator weekly for proper operation, including propane fuel level and oil level.
5%	Inventory Control: Maintain strict inventory control of all vehicles, parts, tools and shop equipment.
	Non-Essential Functions

5%	Performs other job-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