STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

DUTY STATEMENT

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

COMMAND/ORGANIZATIONAL UNIT	DIVISION			
Academy Operations Section/Maintenance Unit	Department Training Division			
CIVIL SERVICE CLASSIFICATION TITLE	BARGAINING UNIT	TENURE	TIME BASE	INTERMITTENT HOURS PER MONTH
Maintenance Mechanic	R12	Permanent	Full-Time	
POSITION NUMBER	CURRENT DATE			
388-093-6940-003	10/13/2026			

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 general direction of the Supervisor of Building Trades, the Maintenance Mechanic is responsible for performing a variety of skilled work in maintenance, altercation, addition, and repair of building infrastructure, plumbing and electrical systems of the Academy and logistical facilities; operating and maintaining the shop, power tools, hand tools, and contruction equipment as required to complete the job assignments for the Academy Maintenance Unit..

SUPERVISION RECEIVED

The Maintenance Mechanic reports directly to and receives the majority of their assignments from the Supervisor of Building Trades. However, direction and assignments may also come from the Chief of Plant Operation I, Business Manager II, and Manager III..

SUPERVISION EXERCISED

N/A

WORKING CONDITIONS

Ability to lift and carry objects weighing up to 50 pounds. The employee will work both indoors and outdoors. While indoors, the temperature and humidity are reasonably controlled; however, while outdoors, the employee is exposed to climatic conditions.

SPECIAL PERSONAL CHARACTERISTICS

Superior mechanical ability.

PERCENTAGE OF TIME PERFORMING DUTIES	**Essential Functions**
30%	Conduct scheduled, periodic inspections of buildings and equipment for repairs and preventative maintenance; submit reports of inspections and recommended repairs to the supervisor; perform preventative maintenance and repairs to buildings, equipment, plumbing, heating, electrical, and mechanic systems assigned; submit reports of repairs and maintenance performed, including lists of labor and materials used.
25%	Make repairs to roofs to correct leaks including re-roofing small buildings, repairs al locking devices, doors, hinges, and door closures; repair windows, screens, shower glass, and enclosures; repair floor tiles, linoleum, and carpeting; repair lockers, closets and cabinets; repair food service and kitchen equipment.
20%	Draft working plans for construction of small carpentry jobs, bookcases, shelves, bulletin boards, special training devices, building alterations or additions, and small buildings according to Title 24, California Code of Regulations; frame and construct small buildings which includes the installation of electrical, plumbing, heating, and gas service; the installation of sheet rock and tape joints, and finishing interior and exterior. Remodel existing rooms and buildings and make additions to buildings as requited. Fabricate and install shelves, bulletin boards, towel racks, soap dispensers, paper dispensers, and concrete walks and pads as needed; install new locks, re-key locks, repair old locks, and maintain key inventory, key cutting equipment, and locksmith tools.
10%	Estimate materials and cost for placement of concrete and road repair. Prepare sub-grade and place forms, mix concrete aggregate, cement, and water according to accepted practices, and place and finish concrete. Operate air compressor and jackhammer to remove concrete or asphalt; place new asphalt to proper grade and compact. Complete reports, documents, purchasing and contract records; maintain maintenance records; and produce and update "as-built" drawings and records as required.
10%	Keep all assigned shop equipment and tools in safe and working condition. Operate and maintain forklift truck, personnel lifts, utility vehicles, and construction equipment needed to complete job assignments. Repair equipment and machinery as necessary. Maintain an inventory of materials regularly needed to maintain, repair the buildings and equipment assigned,

	estimate materials and parts needs, and prepare requests for requisitioning supplies. Attend regular staff and safety meetings and training, as needed, to maintain skills current with the industry demands for the Maintenance Mechanic classification. Assist in setup for special functions held at the Academy.
	Non-Essential Functions
5%	Perform 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