STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

DUTY STATEMENT

CHP 129 (Rev. 5-19) OPI 097 CURRENT

COMMAND/ORGANIZATIONAL UNIT		DIVISION			
Mountain Pass Joint Port of Entry, CVEF / 875		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			
388-875-6830-952		11/17/2026			
DESIGNATED POSITION FOR CONFLICT OF INTEREST	CONFIDENTIAL DESIGNATION	FOR SELECTION STANDARDS AND EXAMINATIONS SECTION USE ONLY			
☐ YES ☑ NO	☐ YES ☑ NO	APPROVED BY		DATE	

FUNCTION OF POSITION
Under the direction of the Administrative Sergeant, the Automotive Technician II is responsible for fleet maintenance, inspection of vehicles, diagnosis, minor repairs, process required paperwork and keep vehicles files updated for the Mountain Pass Joint Port of Entry Commercial Vehicle Enforcement Facility.

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 Commander and in some cases an Officer In Charge.

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
A demonstrated interest in assuming increasing responsibility.

PERCENTAGE OF TIME PERFORMING DUTIES	
	Essential Functions
50%	Review vehicle defect reports written by drivers, determine necessary repairs, make repairs or arrangements for repair facilities or dealer repairs to be made. Maintain all required records and reports of vehicle maintenance. Safely operate vehicle and move them to and from commercial sources for repair, when unable to repair locally. Review, process and maintain copies of all invoices received for work performed by dealers and vendors. Complete required forms, records, and invoices for repairs. Send invoices to the clerical office for processing to Fiscal Management Seciton (FMS), file copies in vehicle folders.
25%	Perform minor repairs, service vehicles according to prescribed schedules. Mount, balance, and change tires, maintain an adequate supply of mounted tires for immediate use. Wash vehicle exteriors and clean vehicle interiors, trunks, and engine compartments. Ensure patrol vehicle trunks are organized and properly stocked. Ensure Automotive Technician II (AT) office is clean and orderly. Provide regular updates on fleet status to the commander and the fleet supervisor. Coordinates the exchange of vehicles with Fleet Operations Section (FOS), and arrange for transport to/from FOS. Equipment installation duties involve comprehensive safety inspection and testing of new vehicles, assembly, installations, removal and repair of special equipment, reconditioning of used vehicles to prepare them for sale and conduct sales of vehicles.
20%	Maintain proper inventory and records of tools, spare parts and tires. Maintain required stocks of vehicle oils and fluids and required records of petroleum products. Ensure amount of parts and supplies used are promptly entered into departmental data bases. Coordinate and complete required speedometer calibrations. Maintain fire extinguishers for fleet and coordinate radio repair with radio technician. Provide security for spare parts, tire, tools, and other equipment. Arrange disposal of hazardous materials, tires, and other non-serviceable items.
	Non-Essential Functions
5%	Other duties, within the scope of the classification, as assigned.

DUTY STATEMENT

Automotive Technician II

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388-875-6830-952

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