STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

DUTY STATEMENT

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

COMMAND/ORGANIZATIONAL UNIT	DIVISION			
Fleet Operations Section	Administrative Services Division			
CIVIL SERVICE CLASSIFICATION TITLE	BARGAINING UNIT	TENURE	TIME BASE	INTERMITTENT HOURS PER MONTH
Automotive Technician I	R12	Permanent	Full-Time	
POSITION NUMBER	CURRENT DATE			
388-074-6832-956	03/21/2025			

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 general direction of the Automotive Technician III, the Automotive Technician I is responsible for performing the installation of specialized, and highly technological emergency equipment in the department's standard, specialty, and undercover vehicles. Read and interpret complex manufacturer and repair manuals and apply knowledge of current automobile technology to perform duties consistently, with little or no guidance, during detailed inspections, installations, modifications, and repair of police equipment for conversion of standard vehicles to police vehicles in a variety of configurations for the Fleet Operations Section.

SUPERVISION RECEIVED

The Automotive Technician I reports directly to and receives the majority of their assignments from the Automotive Technician III. However, direction and assignments may also come from the Lieutenant and/or Commander 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.

SPECIAL PERSONAL CHARACTERISTICS

PERCENTAGE OF TIME PERFORMING DUTIES	Essential Functions
50%	Install a highly technical, complex radio system, Enforcement Vehicle 2020 (EV 20), which includes: four radios, a scanner, a high frequency repeater, an on-board computer, a touch screen monitor, a keyboard and three additional antennas. Modify the vehicle's original charging system in order to operate the EV 20 system, which includes routing and installing an additional complex wiring harness. Install a complex Emergency Warning Light (EWL) equipment system, which includes installation of a control head, core module and expansion module. Prepare vehicles for installation of Wireless Mobile Video/Audio Recording System (WMV ARS), which includes installing the WMV ARS' various mounting brackets to mount two cameras and a wireless microphone; modifying the cabin camera mounting bracket; routing, installing, and interfacing the WMV ARS wiring harness into the current CHP wiring harness; and connecting the system to an existing power source.
25%	With minimal supervision, use knowledge of electronics and complex wiring schematics to disassemble, modify original manufacturer equipment, and install departmental emergency equipment in standard, specialty, and undercover vehicles. Use knowledge of vehicle assembly techniques and automotive mechanical skills to ensure installation does not conflict with the safe operation of the vehicle and cause air bag deployment or damage to vehicle systems. Utilize power tools, hand tools, and other related equipment; read and interpret manufacturer manuals; and perform functional diagnosis of electrical components. Remove, modify, and reinstall Original Equipment Manufacturer vehicle components in order to install costly, specialized, and highly technical police emergency equipment, including roof liners, seats with side airbags, trim pieces, and flooring. Install radar and computer wiring, separate power circuits, wiring harnesses, wig wag lighting assemblies, siren speakers, spotlights, push bumpers, radio mounting trays, radios, scanners, antennas, shotgun/rifle brackets, fire extinguisher, first aid kit brackets, decals, external jumper plugs and interior speakers; modify and relocate spare tire mounting assembly. Recondition/reassemble: Inspect, disassemble, refurbish, reassemble and test all reusable emergency systems. Emergency systems include, but are not limited to, siren speakers, rifle/shotgun locks, interface components, multiple light assemblies, multi-wire harnesses, interface components, radio/scanner cables, radar components/cables, computer docking components, and vehicle locator systems.

10%	Connect power sources and perform a complete functional test on vehicle and electrical components for proper operation. Identify and perform needed repairs; refer any dealer repairs. Perform complete vehicle and component inspection for proper function, fit, consistency, quality of workmanship, and safety.
5%	Read and interpret computer-generated work orders and, according to configuration, collect and pre-assemble center console display and control assembly bracketry, wiring harnesses, radio mounting trays, antenna mounting assemblies, shotgun/rifle bracketry, spotlight assemblies, and wig wag lighting assemblies.
5%	As work station assignments are rotated, an incumbent must check inventory levels for the assigned work station on a daily basis using a computer-generated inventory listing; check inventory levels for all components, hardware, and related material and initiate re-order, when necessary. Prepare computer-generated work order and production documentation.
	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