STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

DUTY STATEMENT

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

COMMAND/ORGANIZATIONAL UNIT	DIVISION			
Nimitz Commercial Vehicle Enforcement Facility	Golden Gate Division			
CIVIL SERVICE CLASSIFICATION TITLE	BARGAINING UNIT	TENURE	TIME BASE	INTERMITTENT HOURS PER MONTH
Commercial Vehicle Inspection Specialist	R12	Permanent	Full-Time	
POSITION NUMBER	CURRENT DATE			
388-347-6854-XXX	09/16/2026			

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 close supervision of the Sergeant, the Commercial Vehicle Inspection Specialist is responsible for working at highway inspection facilities performing inspections of commercial motor vehicles to determine compliance with weight, size, registration, safety, and equipment requirements. Conducting commercial vehicle inspections as part of the Department's commercial vehicle Enforcement Program. Inspecting these vehicles to ensure they are in compliance with the policies and procedures set forth in the California Highway Patrol Commercial Enforcement Manual and the Vehicle Equipment Inspection Guide for the Nimitz Commercial Vehicle Enforcement Facility.

SUPERVISION RECEIVED

The Commercial Vehicle Inspection Specialist reports directly to and receives the majority of their assignments from the Sergeant. However, direction and assignments may also come from the Lieutenant.

SUPERVISION EXERCISED

N/A

WORKING CONDITIONS

SPECIAL PERSONAL CHARACTERISTICS

Emotional control, tolerance for unpleasant working conditions (e.g., noise, exhaust fumes, confined spaces, extremes of temperature), attention to detail, and patience.

PERCENTAGE OF TIME PERFORMING DUTIES	
	Essential Functions
55%	Inspect and test integral commercial vehicle components and systems for compliance with the Vehicle Code and other applicable laws and regulations. At a minimum, ensure inspected commercial vehicles meet or exceed the established Commercial Vehicle Safety Alliance (CVSA) safety standards. Refer all identified violations to the on-duty commercial officer for review and possible enforcement action. They affix CVSA inspection stickers to vehicles which pass inspection.
25%	Assist the commercial officer in a supporting role to provide security for the facility and bring suspected criminal activity or unusual occurrences to the attention of the on-duty commercial officer. Review incoming commercial technical manuals and information bulletins. Prepare and conduct commercial training to departmental and allied agency personnel. Provide service to the public in person and via telephone regarding a wide variety of commercial vehicle operations; driver qualifications, hours of service, load securement as well as mechanical questions.
15%	Monitor commercial vehicle driver qualification and compliance with state and federal laws. Set-up and maintain commercial regulation manuals, maintain facility resources and issued personnel inspection equipment. Perform other duties as assigned by their facility supervisors to aid the facility in accomplishing the mission of the California Highway Patrol.
	Non-Essential Functions
5%	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