

**DUTY STATEMENT**

CHP 129 (Rev. 5-19) OPI 097

PROPOSED

COMMAND/ORGANIZATIONAL UNIT COTTONWOOD C.V.E.F.		DIVISION NORTHERN		
CIVIL SERVICE CLASSIFICATION TITLE Commercial Vehicle Inspection Specialist		BARGAINING UNIT 12	TENURE Permanent	TIME BASE Full-Time
POSITION NUMBER 388-131-6854-012		CURRENT DATE 8/19/2020		
DESIGNATED POSITION FOR CONFLICT OF INTEREST <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	CONFIDENTIAL DESIGNATION <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	FOR SELECTION STANDARDS AND EXAMINATIONS SECTION USE ONLY		
		APPROVED BY	DATE	

FUNCTION OF POSITION  
Under the direction of the California Highway Patrol (CHP) Officer and under close supervision of the Sergeants and Lieutenant Commander, the Commercial Vehicle Inspection Specialist is responsible for commercial vehicle, driver, and hazardous material inspections for compliance with safety regulations and provisions of the California Vehicle Code for the Northern Division/Cottonwood C.V.E.F.

SUPERVISION RECEIVED  
The Commercial Vehicle Inspection Specialist reports directly to and receives the majority of their assignments from the Sergeant.

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%	Perform commercial vehicle safety inspections in accordance with the procedures taught at the Commercial Enforcement Training Course. Determine if the vehicles comply with Federal and State laws, rules and regulations. Vehicle inspections include undercarriage inspection of the brakes, steering, frame, and suspension. Other items inspected include, but are not limited to, lights, tires, wheels, connection devices, exhaust systems, safe loading, and hazardous materials shipments. Driver license qualifications, records of duty status, hours of service, and driver condition are examined during the operator inspection portion. All vehicle information, and any defects or violations noted are recorded on a computer generated form and referred to an Officer, CHP for enforcement action. Inspections may be performed at the Facility or on the roadside.
20%	Operate truck scale, detecting trucks in violation of size and weight laws. Refer violators to an Officer, CHP for enforcement action. Select trucks for inspections and direct them into inspection bays.
15%	Research and interpret laws, rules, and regulations to assist drivers in obtaining compliance, answer questions and assist motorists.
5%	Clean work stations, stock supplies.
5%	Other job-related duties as required.
	<b>Non-Essential Functions</b>

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<b>TOTAL</b> 100%	
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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
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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
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