

DUTY STATEMENT

CHP 129 (Rev. 5-19) OPI 097

CURRENT

COMMAND/ORGANIZATIONAL UNIT Coastal Division / Field Operations Unit		DIVISION Coastal		
CIVIL SERVICE CLASSIFICATION TITLE Automotive Technician II		BARGAINING UNIT R12	TENURE Permanent	TIME BASE Full-Time
POSITION NUMBER 388-701-6830-001		CURRENT DATE 05/06/2024		
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 Field Operations Supervisor, the Automotive Technician II is responsible for maintaining the vehicles, tools and the parts inventory for the Coastal Division office. The Automotive Technician II is responsible for ensuring all bills and invoices for automotive services and/or repairs are correct, entered into the Fleet Focus system, and forwarded promptly to the Accounting section for payment.

SUPERVISION RECEIVED
The Automotive Technician II reports directly to and receives the majority of their assignments from the Field Operations Supervisor. However, direction and assignments may also come from the Personnel Services Supervisor, Administrative Lieutenant.

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
55%	Reviews vehicle defect reports for necessary repairs to vehicles and inspects and verifies the need for repairs. Maintains all required vehicle maintenance records. Safely operates vehicles and moves them to and from commercial repair facilities if unable to repair locally. Reviews, processes, and maintains copies of all invoices received for work performed by dealers and vendors. Ensures invoices are coded properly and sent to Accounting Section promptly. Enters applicable information in the Fleet Focus or other departmental database system as required by policy. Provides training, guidance and assistance to Area automotive technicians. Review monthly mileage reports for accuracy and completeness. Prepare monthly mileage report for Coastal Division vehicles. Coordinate rotation of pool vehicles as needed. Road tests vehicles each week to determine changes in driving characteristics.
44%	Performs minor repairs and services according to policy and applicable schedules. Mounts, balances, and changes tires and maintains an adequate supply of mounted tires for immediate use. Maintains proper inventory and records of spare parts, tires, and petroleum products. Cleans vehicle interiors, trunks, and engine compartments. Ensures vehicles are organized and properly stocked. Ensures automotive shop and office is clean and orderly. Provides regular updates on fleet status to the Field Operations Supervisor. Coordinates the exchange of vehicles with Fleet Operations section. Obtains bids and sells surplus tires, parts, and surveyed vehicles as necessary. Coordinates repair of automotive service equipment as necessary. Prepares parts for shipment. Assists with installation and removal of WMVARS/RADAR and other equipment.
	Non-Essential Functions
1%	Perform other job related duties as required.
TOTAL	100%

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Automotive Technician II

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388-701-6830-001

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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