STATE OF CALIFORNIA DEPARTMENT OF GENERAL SERVICES

DUTY STATEMENT

GS 907T (REV. 03/05)

SHADED AREA TO REFLECT RECLASS POSITION NUMBER ONLY

INSTRUCTIONS: Refer to the Essential Functions Duty Statement Manual for instructions on how to complete the Duty Statement.	RPA- **11247-OFAM**	EFFECTIVE DATE:

DGS OFFICE OR CLIENT AGENCY Office of Fleet and Asset Management (OFAM)	POSITION NUMBER (Agency - Unit - Class - Serial) - - -
UNIT NAME AND CITY LOCATED Inspection Services Region 1 - Various	CLASS TITLE Inspector of Automotive Equipment (IAE)
WORKING DAYS AND WORKING HOURS Monday through Friday 8:00 a.m. to 5:00 p.m.	SPECIFIC LOCATION ASSIGNED TO Region 1-as defined below
PROPOSED INCUMBENT (If known)	CURRENT POSITION NUMBER (Agency - Unit - Class - Serial) 306-111-6892-014

YOU ARE A VALUED MEMBER OF THE DEPARTMENT'S TEAM. YOU ARE EXPECTED TO WORK COOPERATIVELY WITH TEAM MEMBERS AND OTHERS TO ENABLE THE DEPARTMENT TO PROVIDE THE HIGHEST LEVEL OF SERVICE POSSIBLE. YOUR CREATIVITY AND PRODUCTIVITY ARE ENCOURAGED. YOUR EFFORTS TO TREAT OTHERS FAIRLY, HONESTLY AND WITH RESPECT ARE IMPORTANT TO EVERYONE WHO WORKS WITH YOU.

BRIEFLY (1 or 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS

Under the general direction of the Sr. Inspector of Automotive Equipment, the incumbent will perform automotive and equipment related inspections for the State of California agencies and clients. In order to maintain safety in the workplace, the incumbent will be responsible for providing support to agencies with fleets of state owned vehicles and equipment and scheduling appointments for performing routine inspections.

% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. *(Use additional sheet if necessary)*
	The Department of General Services' (DGS) Core Values and Employee Expectations are key to the success of the Department's Mission. That mission is to "Deliver results by providing timely, cost-effective services and products that support our customers." DGS employees are to adhere to the Core Values and Employee Expectations, and to perform their duties in a way that exhibits and promotes those values and expectations. ***This position is designated under the Conflict of Interest Code. The position is responsible for making, or participating in the making, of governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete form 700 within 30 days of appointment. Failure to comply with the Conflict of Interest Code requirements may void the appointment.*** **ESSENTIAL FUNCTIONS** This position is a multi-task field position which the majority of work requires traveling in an assigned monthly vehicle within the following areas in Region 1: Colusa County, Sacramento County/Northwest Sacramento, and north of HWY 50, Yolo County. In accordance with Federal Motor Vehicle Safety Standards (FMVSS), Society of Automotive Engineers (SAE) and the Office of Fleet and Asset Management (OFAM) policies and procedures that have been set forth under the guidelines of the State Administrative Manual (SAM), the incumbent provides inspection services to state owned vehicles and equipment in order to ensure they are safe, reliable and in compliance.
25%	**The following work is generally performed in an office type setting**: In order to use and keep a monthly assigned state vehicle to travel to client agency sites and automotive dealerships to physically conduct inspections of equipment and ensure that specifications are met and new equipment is delivered in a timely manner:

SUPERVISOR'S STATEMENT: ***I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE***

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
Mike Henness		

EMPLOYEE'S STATEMENT: ***I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT***

The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise balance the workload.

EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE

% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. *(Use additional sheet if necessary)*
	• Ensures the assigned vehicle is in proper working order in accordance with OFAM policies and procedures by taking the vehicle to the state garage or certified state vendor facility for the prescribed service maintenance as needed. • Completes mileage log by entering the date, mileage driven and other pertinent information daily, and submitting the mileage log to the appropriate state garage monthly. • Updates a storage permit, if applicable, by completing a Vehicle Home Storage Request/Permit and submits annually. • As needed, assists in the review of new specifications and makes recommendations on the overall safety and viability of equipment to amend current contracts and specifications by following OFAM guidelines. • Schedules appointments with client/agencies in order to provide routine inspections on vehicles. • Works in a staff capacity by assisting the Senior Inspector of Automotive Equipment with special projects. • Maintains professional and technical knowledge by attending updated training and computer related courses. • Collects and enters vehicle data into FleetFocus and the ISCC database system that monitors and maintains records to ensure that vehicles and equipment are accounted for.
20%	In order to maintain a safe and reliable fleet of mobile equipment, receives and responds to calls from state agencies and other clients: • Gives answers to questions by providing factual information in responding to inquiries from clients about mobile equipment repairs and procedures by referring to OFAM policies and procedures on a daily basis. • Assists agencies with the acquisition and disposition of vehicles and equipment by scheduling appointments and responding to calls in order to inspect, test, review and make appropriate recommendations as to the disposition of vehicles and equipment. • Determines the appropriate repair method by referring to manufacture recommendations, OFAM procedures and repair facility inspections in order to maintain fleet vehicles and equipment in a safe manner. • Assists clients with automotive inspection needs in order to ensure that repairs are completed and carried out in a timely manner by providing referrals to OFAM approved repair facilities and working with local field inspectors. • Assists clients over the phone or in person by providing authorization for repair work on State vehicles and equipment by following preventative maintenance guidelines, manufacturer recommendations and referring to Chilton and Mitchell parts and labor manuals. • Reviews and approves vehicle repairs by assigning an authorization tracking number and recording in writing the repair of State vehicles and equipment in order to maintain appropriate records and facilitate the billing process.
20%	In order to effectively respond to client requests and questions concerning vehicle repairs and procedures with mobile equipment, interprets and applies applicable laws and regulations (i.e., CV Code, FMVSS, SAE, SAM Sec 4100, Kelley Blue Book, CHP Biennial Inspection of Terminals Program (BIT), OFAM State Fleet Handbook, and Department of Transportation (DOT): • Authorizes vehicle modifications and decides which repair method is in the best interest of the State and approves the final completion of work by examining and ensuring that vehicles and equipment are in compliance with laws and regulations. • Verifies and approves, when appropriate, repair invoices by reviewing the invoice to ensure the amount and any other allowable charges as defined in the OFAM State Fleet Handbook and manufacturer recommendations for routine repair and maintenance of State vehicles and equipment do not exceed the current repair limit. • Resolves disputes or discrepancies of maintenance repair invoices by researching the FleetFocus database to ascertain if repair work is covered under manufacturer warranty and if work completed by the vendor meets manufacturer guidelines in order to protect the State from fraud and any unwarranted charges. • Provides routine inspections on vehicles and equipment and documents in writing the overall condition and makes recommendations as to the repair and process of vehicle maintenance daily.
10%	In order to keep up to date with current laws and regulations in accordance with OFAM policies and procedures: • Attends educational workshops: reviews professional publications by reading pertinent/ relevant articles; establishes network by personally meeting and collaborating with individuals in the profession in order to create contacts. • Develops training seminar material by composing vehicle/equipment related information to be presented at local client/agencies in order to develop sound working relationships and to inform client/agencies of vehicle related updates. • Ensures compliance of DGS vehicle purchase specifications by physically examining and verifying quality of workmanship prior to acceptance of new vehicles and heavy equipment on a daily basis in order to be in compliance with State contracts.

DUTY STATEMENT

% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. *(Use additional sheet if necessary)*
	• Assists in amending specifications and conducts safety standards training when necessary to meet vehicle codes by reviewing documents and making needed corrections to ensure vehicle modifications meet the California Vehicle Code. • Appraises various equipment (bulldozer, tractor, backhoe, etc) to determine that the value meets budgetary requirements and safety regulations by checking and verifying information with industry standards, Kelley Blue Book values and vehicle codes.
10%	In order to ensure procedures and guidelines are met and vehicle safety standards are followed, performs telephone consultations and on-site inspections of state owned mobile equipment: • Makes verbal and written recommendations in the repair, maintenance and purchase of vehicles and equipment by instruction and guidelines to ensure that procurement and accounting guidelines have been followed. • Evaluates vehicle information by gathering and analyzing information to make decisions and/or recommendations as to the replacement, repair, auction, transfer or continue in service of fleet vehicles in order to ensure that vehicles and/or equipment are maintained and properly disposed of in the best interest of the State. • Surveys vehicles and equipment by conducting a physical check of the overall condition of equipment and assessing the value by referring to Kelley Blue Book standards of repair cost versus replacement cost as needed. • Ensures reliability and proper maintenance by physically inspecting equipment, verifying maintenance records against the FleetFocus database and oversees agency inventory of vehicles and equipment daily.
5%	In order to provide inspection services support to the Department of Rehabilitation to inspect, test and monitor modifications of vans and automobiles ensures certified vendors properly install adaptive driving equipment for the physically challenged according to the Department of Rehabilitation specifications by physically testing and examining. Ensures that the mobility evaluation prescription is in compliance with the current safety standards set by FMVSS, SAE, Vehicle Body Building Practices and is in compliance with the manufacturers component installation instructions for adaptive equipment by providing ongoing inspection of vehicle modifications: • Ensures adaptive driving equipment are in proper working order by reviewing documents, testing, and inspecting to make certain that vehicles and equipment meet specs and is in compliance with current safety standards. • Maintains accurate records of inspection findings by completing OFA 6 form and file for future reference in order to keep the Department of Rehabilitation apprised of progress by email, phone or fax with the build-up of equipment. • Applies current laws and regulations by reviewing and interpreting the guidelines of FMVSS, SAE, manufacturers specifications and the Veterans Administration criteria for adaptive equipment in order to ensure that vehicles and equipment meets specs and is in compliance with the Department of Rehabilitation guidelines. • Inspects the safety and serviceability of vehicles and equipment for the Department of Rehabilitation's clients and make recommendations for repairs by physically examining equipment in order to facilitate progress reports and approved billing process.
5%	In order to assess the damages on vehicles involved in traffic accidents in accordance with OFAM guidelines: • Conducts physical inspection by testing and writing brief synopsis on vehicles involved in traffic accidents and review repair estimates to ensure repairs are completed. • Analyzes data to assess salvage value of vehicles and equipment by assessing the accident damage and determining the cost of repair versus replacement cost. • Assesses overall value of vehicles and equipment by use of Kelley Blue Book and original cost of purchase to determine remaining vehicle life in order to obtain best value of equipment for the State. • Ensures customer needs are met both internally and externally by periodically auditing the proper maintenance and safety of equipment that is in service is completed efficiently and economically.
5%	**MARGINAL FUNCTIONS** • Acts as a back-up to local field inspectors by responding to client/agency request on the inspection process and the testing of vehicles and equipment. • Coordinates with client/agencies and other inspectors during the inspection process by consulting in the repair and maintenance of vehicles and equipment. • Verifies repair shops are in compliance with the OFAM terms and conditions by conducting on-site inspection of local repair shop premises and equipment, and inform other inspectors in the area of inspection results via email or telephone daily.

DUTY STATEMENT

% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. *(Use additional sheet if necessary)*

KNOWLEDGE AND ABILITIES

Knowledge of: *Tools, equipment, and methods used in the overhaul, repair, and adjustment of equipment using combustion engines, including all auxiliary systems; current repair costs; current manufactures' specifications for equipment and auxiliary systems; servicing requirements of automobiles, trucks, and other heavy equipment; types and uses of tires.*

Ability to: *Read and write English at a level required for successful job performance; locate trouble in equipment; operate equipment for testing; analyze cause of equipment failures or excessive wear; estimate costs of repairs; read, interpret, and work from plans, drawings and specifications; determine the desirability of repairing as opposed to replacing equipment; establish and maintain cooperative relations with those contacted in the course of the work; instruct drivers and operators in the use and care of equipment; write letters and reports; analyze situations accurately and take effective action; promote and be accountable for customer satisfaction and quality service; initiate or recommend changes that promote innovative solutions to meet customer needs.*

DESIRABLE QUALIFICATIONS:

- Willingness to travel throughout an assigned area.
- Ability to be self-motivated, operate with a high degree of independence and to be tactful.
- Ability to serve as liaison with other state agencies and private sector vendors.
- Utilize good work habits.
- Analyze data accurately and reason logically.
- Ability to locate information from industry related publications, state and federal government sources related to motor vehicle recalls, safety and environmental issues.
- Be well organized and thorough.

INTERPERSONAL SKILLS:

- Ability to analyze situations accurately and take effective action.
- Possess excellent interpersonal and communication skills.

ADDITIONAL QUALIFICATIONS:

- Possess a valid California driver’s license (Class C) and a good driving record.
- Medical examination and approval by CalHR required prior to appointment.
- Knowledge of current manufacturer's specifications for vehicles and equipment
- Ability to determine the desirability of repairing versus replacing vehicle and equipment.
- Ability to analyze cause of failures or excessive wear.
- Knowledge of modern office methods, supplies, equipment, and procedures with particular reference to Microsoft Word, Excel, Outlook, and the use of the Internet.

WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES REQUIRED TO PERFORM DUTIES:

- Driving for extended periods of time.
- Substantial field work up to 75% of the time.
- Communication skills, both oral and written.
- Requires ability to effectively handle stress and deadlines.
- Ability to stoop, bend, reach and extend arms in any direction to inspect and test vehicles and equipment.