

EDITED TASK LISTING

CLASSIFICATION: **AUTOMOBILE MECHANIC (CORRECTIONAL FACILITY)**

NOTE: Each position within this classification may perform some or all of these tasks.

Task Statements	
1.	Reviews work orders to be performed on automotive fleet vehicles to maintain safe and proper equipment by utilizing manufacturer specifications, guidelines, policies and procedures under the direction of the Department of General Services (DGS)/Office of Fleet Administration (OFA), California Highway Patrol (CHP), and Department of Transportation (DOT) as required.
2.	Prepares/Reviews repair cost estimates of work to be performed on automotive fleet vehicles to maintain safe and proper equipment by utilizing manufacturer specifications, guidelines, policies and procedures under the direction of the DGS/OFA, CHP, and DOT as required.
3.	Plans work to be performed on automotive fleet vehicles to maintain safe and proper equipment by utilizing manufacturer specifications, guidelines, policies and procedures under the direction of the DGS/OFA, CHP, and DOT as required.
4.	Inspects/Test Drives repaired vehicles for proper functioning and completion of work to ensure automotive fleet vehicles are operating as designed and perform quality control to maintain safe and reliable operation utilizing safety guidelines, visual inspections, and expertise of best industry practices under the direction of the Equipment Maintenance Supervisor, CF (EMS, CF) as directed.
5.	Test drives automotive fleet vehicles and tests components/systems to locate and determine the need for or extent of necessary repairs and the corrective action necessary to maintain safe and proper operating fleet vehicles utilizing equipment such as OBD II scan tool, compression gauges, multimeter, service information, etc. under the direction of the EMS, CF as needed.
6.	Examines automotive fleet vehicles to determine extent of damage due to operator negligence and/or accidents for best methods of repair utilizing safety guidelines, visual inspections, and expertise of best industry practices under the direction of the EMS, CF as directed.
7.	Repairs/Replaces/Adjusts power hydraulic brake systems on automotive fleet vehicles to maintain safe and proper operating of fleet vehicles for staff and inmate transportation utilizing manufacturer recommended specifications/operational procedures under the direction of the EMS, CF as needed.
8.	Follows safety inspection checklists to ensure all important parts are examined (e.g. belts, hoses, steering systems, spark plugs, brakes, fuel systems, wheel bearings, etc.) on automotive fleet vehicles to maintain safe and proper operating of fleet vehicles for staff and inmate transportation utilizing proper diagnostic equipment, hand tools, manufacturer specification guidelines, etc. under the direction of the EMS, CF as required.

Tasks highlighted in bold text are not currently on the SPB classification specification

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9.	Performs routine and scheduled maintenance services (e.g. oil changes, lubrications, and tune ups) to automotive fleet vehicles to provide safe and proper operating of fleet vehicles for staff and inmate transportation utilizing proper diagnostic equipment, hand tools, manufacturer specification guidelines, policies and procedures under direction of DGS/OFA and operational procedures as required.
10.	Repairs/Services air conditioning, heating, engine cooling, and electrical systems on automotive fleet vehicles to provide safe and proper operating of fleet vehicles for staff and inmate transportation utilizing proper diagnostic equipment, hand tools, manufacturer specification guidelines, etc. under the direction of the EMS, CF as required.
11.	Repairs/Rebuilds faulty internal combustion engines on automotive fleet vehicles in order to maintain required performance features and maintain safe and proper operating fleet vehicles for staff and inmate transportation utilizing proper diagnostic equipment, hand tools, manufacturer specification guidelines, etc. under the direction of the EMS, CF as required.
12.	Disassembles engine components and inspect parts for wear, utilizing micrometers, calipers, bore gauges, pressure differential gauges, etc. on automotive vehicle fleet as per manufacturer specifications in order to maintain safe and proper operating fleet vehicles for staff and inmate transportation utilizing visual inspection and best industry practices under the direction of DGS/OFA and the EMS, CF as required.
13.	Rewires/Installs ignition systems, lights and aftermarket electronic devices in automotive fleet vehicles in order to maintain safe and proper operating fleet vehicles for staff and inmate transportation and ensure safety and security of the institution (i.e., gun locks, radios, emergency light equipment) utilizing electrical wiring schematics, wire strippers, crimpers, multimeters, and other related splicing connectors under the direction of the Office of Emergency Services (OES), DGS/OFA, and CHP as required.
14.	Inspects/Rebuilds/Repairs manual and automatic transmissions on automotive fleet vehicles in order to maintain required performance features and maintain safe and proper operating fleet vehicles for staff and inmate transportation utilizing specialty transmission tools, presses, manufacturer specifications, etc. under the direction of DGS/OFA and the EMS, CF, as required.
15.	Maintains a clean automotive repair facility free of clutter and debris (e.g., deposit waste in appropriate containers (i.e., trash, recycle, and hot trash) to ensure a safe work environment, to help eliminate areas where contraband may be concealed, to facilitate the safety and security of the institution, in accordance with the DOM, utilizing a broom, mop, inmate worker, etc., under the direction of the EMS, CF as needed.
16.	Inspects/Repairs/Replaces suspension and steering components in automotive fleet vehicles in order to maintain safe and proper operating feet vehicles for staff and inmate transportation utilizing manufacturer specifications, hand tools, pneumatic lifts, personal protective equipment (PPE), etc. under the direction of the EMS, CF as required.

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17.	Attends training and/or safety meetings for personal and or job related objectives (departmental mandated, career development, etc.) in order to enhance knowledge of job related functions and/or meet departmental and/or State mandated requirements utilizing in service training (IST), block training, IST sign in sheets, etc. in accordance with DOM, State Administrative Manual (SAM), DGS under the general direction of the EMS, CF.
18.	Keeps records of transactions (e.g., Smog Certificates, Work Orders, Maintenance Books, etc.) on automotive fleet vehicles for auditing purposes as directed by the State Administrative Manual (SAM) and Bureau of Automotive Repair (BAR) in order to maintain compliance with state mandated policies, laws, rules and regulations utilizing vehicle record keeping, fleet maintenance program and tracking systems under the direction of the EMS, CF.
19.	Instructs and supervises inmates/youthful offenders to understand and follow oral and written instructions [Code of Safe Practices, Injury and Illness Prevention Program (IIPP), Safety Data Sheets (SDS), Repair Manuals, etc.) sufficient to carry out repair orders and shop procedures by demonstrating the proper repair methods and answer questions under the direction of the EMS, CF as needed.
20.	Maintains order and supervises the conduct of persons committed to the California Department of Corrections and Rehabilitation (CDCR) to produce a safe and productive shop utilizing Departmental Operations Manual (DOM) and departmental policies and procedures on a daily basis.
21.	Maintains the safety and security of persons and property, to prevent escape of and injury by persons committed to the CDCR to themselves or others or to property in accordance with DOM, departmental policies and procedures, California Code of Regulations (CCR) Title 15, on a daily basis.
22.	Issues/Controls tools, supplies and equipment for inmates/youthful offenders by utilizing a scheduled time and random tool count to maintain security procedures by and/or writing information in (name, date, time, and article) and by using a color coded shadow board, chit system for the issuance of tools per DOM, departmental policies and procedures on a daily basis.
23.	Maintains tool inventory for institutional garage by utilizing a scheduled time and random tool count to maintain security procedures by and/or writing information in (name, date, time, and article) and by using a color coded shadow board, chit system for the issuance of tools per DOM, departmental policies and procedures on a daily basis.
24.	Prepares written documents [e.g., inmate timekeeping, pay sheets, inmate out count, safety inspection reports, evaluations (CDC 101), etc.] to provide information/documentation to ensure compliance with rules, regulations, policies, procedures, Inmate Worker Training Incentive Program (IWTIP), etc. on a daily basis.
25.	Initiates personnel actions, such as hires, disciplines and discharges of inmates/youthful offenders (e.g. CDCR 128B, CDCR 115) to ensure proper staffing to produce a safe and productive shop utilizing DOM and departmental policies and procedures on a daily basis.

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26.	Ensures garage institutional tools/equipment are properly maintained to prevent injuries and down time and produce efficient completion of preventive and demand work orders utilizing personal knowledge and experience, CCR Title 15, DOM, IIPP, Cal-OSHA, institutional operational procedures, communication with manufacturers, broken tool reports, etc., on a daily basis
27.	Communicates in a professional manner to deal with confidential issues utilizing tact, interpersonal skills, etc. to establish and maintain effective working relationships with others in order to determine and resolve various issues (e.g. disagreements with coworkers, personality differences, work responsibilities, etc.) as needed.
28.	Maintains daily records (e.g. inmate/youthful offenders timesheets, daily work orders and time reports, tool control, staff and inmate/youthful offenders safety training, vehicle log, etc.) to provide information for institutional use and assure compliance with stipulated laws, rules, regulations, policies and procedures, etc., utilizing resources (e.g., DOM, Youth Administrative Manual [YAM], institutional operational procedures, IWTIP, IIPP, etc.), on a daily basis.
29.	Responds to emergency call backs (e.g., vehicle stuck in sally port, inmate escape, institutional emergencies, etc.) in order to ensure the safety and security of the institution by utilizing and maintaining a land line or cell phone, etc., as required.
30.	Escorts outside vendors to provide contracted service to the automotive fleet vehicles within the institution, in order to maintain the safety and security of the institution (e.g., injury, escape, contraband, etc.) and assure compliance with stipulated rules, regulations, policies, procedures, etc. utilizing, DOM, institutional operational procedures, documented In-Service Training (IST), tool control, staff accountability, etc. as required.
31.	Supervises/coordinates the maintenance and repair of all automotive fleet vehicles to ensure fleet vehicles are safe and in proper operating condition for staff and inmate transportation utilizing manufacturer specifications, guidelines, policies and procedures under the direction of the DGS/OFA, DOM, SAM, state vehicle code, etc. as required.
32.	Maintains automotive fleet key accountability in order to ensure vehicle security and control by ensuring keys are in designated and secure location for the safety and security of the institution utilizing computer or print out of key rosters, effective communication skills in accordance with DOM, departmental policies and procedures, under the direction of the EMS, CF on a daily basis.
33.	Addresses stressful situations (e.g. inmates/youthful offenders, work relationships, heavy workloads, meeting deadlines, staff overfamiliarity, etc.) in the workplace in a professional and tactful manner, with a goal of avoiding further escalation by utilizing effective interpersonal skills, training, etc. in accordance with DOM under the general direction of the EMS, CF on a daily basis.