

EDITED TASK LISTING

CLASSIFICATION: Senior Inspector of Automotive Equipment

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

Task Statements	
1.	Travel to transportation hubs throughout California to inspect motor vehicles, mobile and heavy equipment (e.g., passenger buses) and ensure compliance with Federal and State standards using Office of Fleet Asset Management (OFAM) policies and procedures, State Administrative Manual (SAM) and Departmental Operations Manual (DOM) as needed.
2.	Inspect motor vehicles, mobile and heavy equipment (e.g., passenger buses) to determine condition, ensure safety and recommend service, repairs and/or replacement using manufacturer's specifications, OFAM policies and procedures, SAM and DOM as required.
3.	Determine appropriate service, repairs and/or replacement of motor vehicles, mobile and heavy equipment (e.g., passenger buses) to maintain safety, reliability, efficient and economical performance using manufacturer's specifications, OFAM policies and procedures, SAM and DOM as required.
4.	Recommend service, repairs and/or replacement of motor vehicles, mobile and heavy equipment (e.g., passenger buses) to maintain safety, reliability, efficient and economical performance using communication skills, SAM and DOM as needed.
5.	Review reports of vehicles involved in traffic accidents to document incidents and ensure compliance using OFAM policies and procedures, SAM and DOM as needed.
6.	Review repair estimates and invoices of vehicles involved in traffic accidents to ensure repairs/costs are necessary and appropriate using manufacturer's specifications, OFAM policies and procedures, SAM and DOM as required.
7.	Verify motor vehicle, mobile and heavy equipment (e.g., passenger buses) maintenance records to ensure proper document completion, archival in the fleet database and vehicle maintenance records using manufacturer's specifications, OFAM policies and procedures, SAM and DOM as required.
8.	Review retention schedule (e.g., invoices, accident reports) to ensure compliance with periodic storage requirements using CDCR policies and procedures as needed.
9.	Assess motor vehicle, mobile and heavy equipment (e.g., passenger buses) value versus repair cost and/or replacement to make appropriate recommendations regarding course of action using manufacturer's specifications, OFAM policies and procedures, SAM and DOM as required.
10.	Inspect adaptive driving equipment (e.g., wheelchair lift assemblies, etc.) to ensure safety, reliability and compliance with Federal and State standards using manufacturer's specifications, OFAM policies and procedures, SAM and DOM as required.
11.	Review the documentation (e.g., mileage logs, pre and post trip inspections) of other staff to ensure proper completion, timeliness and compliance with Federal and State standards using manufacturer's specifications, OFAM policies and procedures, SAM and DOM as required.

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12.	Take the assigned vehicle (e.g., bus, van, truck, etc.) to the approved state vendor facility for the prescribed service maintenance to maintain safety and reliability using OFAM policies and procedures, SAM and DOM as needed.
13.	Inspect outside vendor's repair shop premises to make recommendation to OFAM to become a registered vendor using OFAM registration package, 204 registration form, SAM and DOM as needed.
14.	Schedule appointments for routine inspections/service of motor vehicles, mobile and heavy equipment (e.g., passenger buses) to maintain a safe and reliable fleet using communication skills, manufacturer's specifications, OFAM policies and procedures, SAM and DOM as required.
15.	Inspect motor vehicle, mobile and heavy equipment (e.g., passenger buses) that have been repaired by approved vendor to verify repairs were made appropriately and effectively using manufacturer's specifications, OFAM policies and procedures, SAM and DOM as required.
16.	Review repair invoices from vendors to verify recommended repair and maintenance to motor vehicles, mobile, and heavy equipment (e.g., passenger buses) are necessary and comply with Federal and State standards using manufacturer's specifications, OFAM policies and procedures, SAM and DOM as required.
17.	Update the motor vehicle, mobile and heavy equipment (e.g., passenger buses) repair tracking system to maintain appropriate records and facilitate the billing process using computer software, OFAM policies and procedures, SAM and DOM as needed.
18.	Assist in the acquisition and disposal of motor vehicles, mobile and heavy equipment (e.g., passenger buses) to maintain a safe and reliable fleet that complies with Federal and State standards using manufacturer's specifications, OFAM policies and procedures, SAM and DOM as needed.
19.	Respond to calls from OFAM and Office of Business Services regarding inquiries, inspection, testing and review of motor vehicles, mobile and heavy equipment (e.g., passenger buses) to determine appropriate course of action and complete assignment using manufacturer's specifications, OFAM policies and procedures, SAM and DOM as needed.
20.	Maintain records and files of inspection findings (e.g., survey Std 152, OFA 6 Forms) to reference, keep OFAM and state agencies apprised of fleet assets and comply with Federal and State standards using computer software, manufacturer's specifications, OFAM policies and procedures, SAM and DOM as needed.
21.	Adhere to manufacturer's specifications, OFAM policies and procedures, SAM and DOM to ensure motor vehicles, mobile, and heavy equipment (e.g., passenger buses) meet specifications and comply with Federal and State standards as required.

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22.	Research the fleet database and motor vehicle, mobile and heavy equipment (e.g., passenger buses) manufacturer's warranties to resolve disputes and/or discrepancies between vendors and the department regarding maintenance/repair invoices using computer software, manufacturer's specifications, OFAM policies and procedures, SAM and DOM as needed.
23.	Attend motor vehicle, mobile and heavy equipment (e.g., passenger buses) training classes to maintain professional and technical knowledge and keep up with current industry standards and administrative processes using OFAM policies and procedures, SAM and DOM as needed.
24.	Provide training to other staff regarding motor vehicles, mobile and heavy equipment (e.g., passenger buses) and State fleet policies and procedures to ensure safety and compliance with Federal and State standards using communication skills, manufacturer's specifications, OFAM policies and procedures, SAM and DOM as needed.
25.	Complete monthly mileage log and submit to the appropriate staff to track mileage using computer software, OFAM policies and procedures, SAM and DOM as required.
26.	Complete daily activity report (250 duty log) and submit to appropriate supervisor to track work activities using computer software, OFAM policies and procedures, SAM and DOM as required.
27.	Report possible misuse of motor vehicles, mobile, heavy equipment (e.g., passenger buses) and credit cards to provide reports and recommendations to supervisors and managers using computer software, manufacturer's specifications, OFAM policies and procedures, SAM and DOM as required.
28.	Report possible fraudulent repairs of state motor vehicles, mobile and heavy equipment (e.g., passenger buses) to managers using computer software, manufacturer's specifications, OFAM policies and procedures, SAM and DOM as required.
29.	Attend statewide staff meetings and/or conference calls to share information regarding fleet programs and procedural updates using communication skills, OFAM policies and procedures, SAM and DOM as required.
30.	Contact other inspectors, garage personnel, supervisors, OFAM headquarters staff and other State agencies to request assistance in complex fleet issues using computer software, communication skills, OFAM policies and procedures, SAM and DOM as required.
31.	Attend manufacturer's pre-production meetings to gain knowledge regarding new designs of motor vehicles, mobile and heavy equipment (e.g., passenger buses) to share with the Department and promote safety and reliability using OFAM policies and procedures, SAM and DOM as needed.
32.	Collaborate with business owners and other State agencies regarding fleet related expenditures, warranty claims and practices to ensure cooperation using computer software, communication skills, manufacturer's specifications, OFAM policies and procedures, SAM and DOM as needed.

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33.	Prepare purchase orders/estimates for motor vehicles, mobile and heavy equipment (e.g., passenger buses) to provide necessary information and facilitate the ordering process using Department of General Services (DGS) requirements, manufacturer's specifications, OFAM policies and procedures, SAM and DOM as needed.
34.	Update the motor vehicle, mobile and heavy equipment (e.g., passenger buses) repair tracking system to maintain appropriate records and facilitate the billing process using OFAM policies and procedures, SAM and DOM as needed.
35.	Write justifications for motor vehicle, mobile and heavy equipment (e.g., passenger buses) utilization to ensure appropriate use and compliance with Federal and State standards using OFAM policies and procedures, DGS requirements, SAM and DOM as required.
36.	Review motor vehicle, mobile and heavy equipment (e.g., passenger buses) modification requests submitted by Inspectors of Automotive Equipment to determine approval/denial using manufacturer's specifications, OFAM policies and procedures, SAM and DOM as required.
37.	Design detailed motor vehicle, mobile and heavy equipment (e.g., passenger buses) specifications to reference and provide information to assist with maintenance and repairs using manufacturer's specifications, OFAM policies and procedures, SAM and DOM as required.
38.	Coordinate with equipment manufacturer representatives, public and/or private users of mobile equipment and mobile equipment regulatory agencies to procure motor vehicle, mobile and heavy equipment (e.g., passenger buses) for the Department using communication skills, OFAM policies and procedures, SAM and DOM as required.
39.	Determine the approval/denial of rental and lease requests of motor vehicles, mobile and heavy equipment to ensure compliance with Federal and State standards using manufacturer's specifications, OFAM policies and procedures, SAM and DOM as required.
40.	Evaluate Departmental policies and procedures (e.g., DOM, Title 15, Transportation Unit Operational Manual, etc.) to recommend necessary changes and ensure compliance with OFAM policies and procedures using SAM and DOM as needed.
41.	Train Inspectors of Automotive Equipment to ensure a knowledgeable and capable workforce and maintain compliance with Federal and State standards using communication skills, OFAM policies and procedures, SAM and DOM as required.
42.	Supervise the work of Inspectors of Automotive Equipment to ensure adequate job performance and compliance with Federal and State standards using communication skills, OFAM policies and procedures, SAM and DOM as required.
43.	Conduct employment interviews to hire qualified candidates using communication skills, OFAM policies and procedures, SAM, DOM and Equal Employment Opportunity (EEO) objectives as required.

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44.	Complete annual performance reviews, Individual Development Plans (IDPs), Training and Development Plans (T&Ds) and/or probation reports for supervised staff in the work unit to ensure adequate job performance using OFAM policies and procedures, SAM and DOM as required.
45.	Ensure office has adequate supplies and equipment (e.g., vehicle, fax machine, computers, electronic devices) to ensure efficiency and functionality using DGS requirements, OFAM policies and procedures, SAM and DOM as required.