

**NOTICE OF PROPOSED CLASSIFICATION ACTIONS BY
THE HUMAN RESOURCES DIRECTOR**

The following actions are being posted in accordance with Rule 109. In the absence of requests to meet addressed to the Human Resources Director, the proposed changes will become final seven (7) calendar days from the posting date.

Posting No: 37
Fiscal Year: 2009/2010
Posted Date: March 19, 2010

AMEND THE FOLLOWING JOB SPECIFICATION(S):
(Draft job specifications attached.)

Item #	DEPT/ DIVISION	Class/Title
1	DPW	7393 Soft Floor Coverer

Item #	DEPT/ DIVISION	Class/Title
2	DPW	7394 Soft Floor Coverer Supervisor

For additional information regarding the above proposed action, please contact Cathy Abela at (415) 557-4933 or email her at Cathy.Abela@sfgov.org

Requests to meet on an item should be addressed to the Human Resources Director, 1 South Van Ness, 4th Floor, San Francisco, CA 94103. All requests must be received in writing no later than close of business seven (7) calendar days from the posting date. FAX'd copies will be accepted as timely with original to follow. Copies of this notice may be obtained from the Information Center, 1 South Van Ness, 4th Floor or from DHR's website at: <http://sfdhr.org/index.aspx?page=109>

cc: All Employee Organizations
All Departmental Personnel Officers
Anita Sanchez, CSC
Harvey Rose, Budget Analyst
Christina Fong, DHR
Carmela Villasica, DHR
Linda Cosico, DHR
RAS Team Leader(s)
DHR Support Services
Martin Gran, DHR
Steve Ponder, DHR
Cathy Abela, DHR
Clare Leung, MTA
Suzanne Wong, MTA
File

**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**

**Title: Soft Floor Coverer
Job Code: 7393**

INTRODUCTION

Under general supervision, Soft Floor Coverers perform skilled, journey-level work in connection with the construction, maintenance, repair and remodeling of buildings and facilities in relation to floors and other surfaces; choose appropriate material based on job specifications; use hand and power tools; measure, cut, fit and lay carpet, ~~and~~ linoleum and soft tile; maintain tools and equipment, maintain records of completed work; and perform related duties as required.

DISTINGUISHING FEATURES

The 7393 Soft Floor Coverer is distinguished from 7394 Soft Floor Coverer Supervisor ! in that the latter classification has supervisory responsibilities. This position is distinguished from the 7344 Carpenter in that the Carpenter performs woodworking duties constructing buildings, furniture and other objects out of wood; and is distinguished from the 7378 Tile Setter in that the Tile Setter works with tile, marble or glass block.

SUPERVISION EXERCISED: None

MAJOR, IMPORTANT, AND ESSENTIAL DUTIES

According to Civil Service Commission Rule 109, the duties specified below are representative of the range of duties assigned to this job code/class and are not intended to be an inclusive list.

According to Civil Service Commission Rule 109, the duties specified below are representative of the range of duties assigned to this job code and are not intended to be an inclusive list.

1. Measures, cuts, fits, and lays floor padding, carpet, linoleum, asphalt, cork, vinyl composition tile, vinyl composite mastipave, synthetic grass, epoxy, urethane, plastics, metals or rubber tile on floors and other surfaces.
2. Preparatory removal of floor covering, wall-base covering, adhesive, ~~and~~ underlayments, sanding, patching, sealing, and priming of the installation surface.
3. Installation on floors, walls, ceilings, stairs, fixtures, furnishings, or exterior application on structures, patios, pool perimeters, sport fields, area ways, all other like or similar applications, whether permanent or temporary.
4. Installation of lining felt, carpet, pad, underlayment compositions, leveling compounds, or any material used as a base for the finished surface.
5. Measures and marks off floor in accordance with floor covering plan.
6. Application of mastic to floors prior to laying floor covering.
7. Application and fitting of fasteners, tackless strips, protective and decorative trim relating to the installation of linoleum, carpet and other materials specified herein, ~~such as tackless~~, tape, nosing, top set or butt-to-base, cap, corner beads, edging, hinging, and all other accessories, and related sundries.

CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES

Title: Soft Floor Coverer
Job Code: 7393

8. Uses a hand-operated carpet power stretcher in putting carpet into place.
9. Rolls linoleum with large hand roller to smooth adhere it to floor surface.
10. Sews binding tape on rugs and carpets to make a finished edge and to prevent raveling.
11. Sews Repairs tears and opened seams in carpets and rugs and patches carpeting by whatever method required, such as sewing, heatseaming or any other accepted process, linoleum and asphalt tile floors as required.
12. Repairs seams and cracks in linoleum and vinyl composition tile floors as required.
- ~~12~~ 13. Maintains tools and equipment.
- ~~13~~ 14. Drives automotive equipment to and from work sites.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Knowledge of: Carpet and linoleum laying procedures; and work safety procedures.

Ability to: Use hand and power tools; maintain good working relationships with departmental staff and non-departmental staff; communicate effectively both orally and in writing; calculate the amounts of floor covering materials required; perform a variety of tasks that require lifting, bending, stooping and crawling; kneel, bend or squat for several minutes extended periods of time while laying carpet, or linoleum or soft tile; and to operate a motor vehicle.

MINIMUM QUALIFICATIONS

These minimum qualifications are to be used as a guide for establishing the education, training, experience, special skills and/or license which may be required for employment in the class. Although these minimum qualifications are typical of the class, additional minimum qualifications and special conditions may apply to a particular position and will be stated on the job announcement.

Completion of a recognized apprenticeship training program in carpet, linoleum and soft tile laying work of at least four years' duration and three years of verifiable journey-level experience in carpet, linoleum and soft tile laying work as a journeyman; OR

Five years of verifiable journey-level experience in the installation of carpet, and linoleum, and soft tile laying work, including at least one year in each specialty and one year at the journey level in carpet, linoleum and soft tile.

Special requirements:

1. Keen color perception.
2. Physical strength and agility.

**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**

**Title: Soft Floor Coverer
Job Code: 7393**

LICENSE AND CERTIFICATION

License: Possession and maintenance of a valid driver license.

PROMOTIVE LINES

To: 7349 Soft Floor Coverer Supervisor I.

ORIGINATION DATE: 02/13/2007

AMENDED DATE: 3/19/2010

REASON FOR AMENDMENT *To accurately reflect the current tasks, knowledge, skills and abilities defined in the most recent job analysis conducted for this job code.*

BUSINESS UNIT(S): COMMN

**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**

Title: Soft Floor Coverer Supervisor I
Job Code: 7394

INTRODUCTION

Under general direction, Soft Floor Coverer Supervisor I supervises the activities of Soft Floor Coverers and other craft workers engaged in connection with the construction, maintenance, repair and remodeling of buildings and facilities in relation to floors and other surfaces; oversee project working conditions and work performance of Soft Floor Coverers; maintains safety standards for working conditions and work practices; choose appropriate material based on job specifications; use hand and power tools; measure, cut, fit and lay carpet, and linoleum, and soft tile; maintain tools and equipment, maintain records of completed work; and perform related duties as required.

DISTINGUISHING FEATURES

This position is distinguished from the 7344 Carpenter in that the Carpenter performs woodworking duties constructing buildings, furniture and other objects out of wood; and is distinguished from the 7378 Tile Setter in that the Tile Setter works with tile, marble or glass block.

SUPERVISION EXERCISED: Exercises supervision over 7393 Soft Floor Coverer and other craft workers.

MAJOR, IMPORTANT, AND ESSENTIAL DUTIES

According to Civil Service Commission Rule 109, the duties specified below are representative of the range of duties assigned to this job code/class and are not intended to be an inclusive list.

According to Civil Service Commission Rule 109, the duties specified below are representative of the range of duties assigned to this job code and are not intended to be an inclusive list.

1. Plans and prioritizes work schedules on a continuous basis according to production targets; assigns and directs the work of Soft Floor Coverers and others on maintenance and repair projects; schedules and coordinates work with other crafts and departments.
2. Makes estimates of time and materials on requested work orders for repairs and maintenance, and researches materials for appropriate application for project requirements.
3. Inspects work in progress and upon completion inspects for quality and adherence to specifications; develops work schedules and plans; and able to perform the tasks of subordinates when required and assesses working conditions.
4. Requisitions materials and equipment; justifies and estimates future equipment and material needs based on job requirements.
5. Records hours worked and makes required reports, and monitors and submit time sheets for subordinates.
6. Instructs employees in the safe operation of shop equipment and assures adherence to safe work practices; administers Injury and Illness Prevention Program (IIPP) and gives required safety tailgates and training.
7. Assists in the development, motivation and advancement of subordinates through

**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**

Title: Soft Floor Coverer Supervisor I
Job Code: 7394

training and effective use of employee development programs; administers performance appraisals; resolves employee problems; assures adherence to shop rules, policies, etc.

8. Works in conjunction with support staffs, including engineers, architects and other technical experts to coordinate work plans; makes regular contacts with other departments, outside organizations and the general public.

9. Performs related duties as required.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Knowledge of: Carpet, ~~and~~ linoleum, and soft tile laying procedures; and work safety procedures.

Skills in: supervision, written and oral communication, human relations, planning and organizing.

Ability to: to inspect work for quality and correctness as required by plan or project specifications; use hand and power tools; perform a variety of tasks that require lifting, bending, stooping and crawling; kneel, bend or squat for extended periods of time while laying carpet, linoleum or soft tile when required; and to operate a motor vehicle.

MINIMUM QUALIFICATIONS

These minimum qualifications are to be used as a guide for establishing the education, training, experience, special skills and/or license which may be required for employment in the class. Although these minimum qualifications are typical of the class, additional minimum qualifications and special conditions may apply to a particular position and will be stated on the job announcement.

Completion of a recognized apprenticeship training program in carpet, linoleum and soft tile laying work of at least four years' duration and ~~three~~ four years of verifiable journey-level experience in carpet, linoleum and soft tile laying work as a journeyman; OR

~~Five~~ Six years of journey-level experience in carpet and linoleum laying work, including at least ~~one~~ two years in each specialty ~~and one year at the journey level in carpet, linoleum and soft tile.~~

Special requirements:

1. Keen color perception.
2. Physical strength and agility.

LICENSE AND CERTIFICATION

CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES

Title: Soft Floor Coverer Supervisor I
Job Code: 7394

License: Possession and maintenance of a valid driver license.

PROMOTIVE LINES

From: 7393 Soft Floor Coverer

ORIGINATION DATE: 02/13/2007

AMENDED DATE: 3/19/2010

REASON FOR AMENDMENT *To accurately reflect the current tasks, knowledge, skills and abilities defined in the most recent job analysis conducted for this job code.*

BUSINESS UNIT(S): COMMN
