

City and County of San Francisco



Department of Human Resources

Gavin Newsom
Mayor

Micki Callahan
Human Resources Director

**NOTICE OF FINAL ACTION TAKEN BY THE
HUMAN RESOURCES DIRECTOR**

Date: July 13, 2010

Re: **Notice of Proposed Classification Actions –Final Notice No. 47 FY 2009/2010 (copy attached)**

In the absence of requests to meet addressed to the Human Resources Director, the classification actions contained in the above referenced notice became effective July 13, 2010.

Micki Callahan
Human Resources Director

by: _____

A handwritten signature in black ink, appearing to be "Steve Ponder", written over a horizontal line.

Steve Ponder
Classification and Compensation Manager
Human Resources

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

**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: 47
Fiscal Year: 2009/2010
Posted Date: May 26, 2010

***AMEND THE FOLLOWING JOB SPECIFICATION:
(Final job specification attached.)***

Item #	Class/Title
1	7334 Stationary Engineer

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>

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

**Title: STATIONARY ENGINEER
Job Code: 7334**

INTRODUCTION

Under general supervision, operates, maintains, troubleshoots, and repairs a wide variety of pumping, heating, ventilating, air conditioning, refrigeration and auxiliary plant machinery and equipment in a large complex or multi-faceted facility. Ensures that all equipment, machinery and systems are functioning normally and safely, and complies with all applicable safety rules and regulations.

DISTINGUISHING FEATURES

The Stationary Engineer is the journey level class of the series. This class is distinguished from the 7335 Senior Stationary Engineer in that the latter performs more complex and difficult duties and/or supervises subordinate stationary engineers. The Stationary Engineer is distinguished from the 7333 Apprentice Stationary Engineer in that the latter works under the immediate supervision of a journey level stationary engineer while completing apprenticeship requirements.

SUPERVISION EXERCISED: May oversee the activities of apprentices and/or serve as lead worker to a small number of co-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.

1. Operates, maintains and repairs a wide variety of pumping, heating, ventilating, air conditioning, refrigeration, and power generating equipment in a large complex or multi-faceted facility to ensure the safe, correct and efficient functioning of the facility and equipment may be required to operate computerized building management systems, preventative or predictive maintenance computer systems or Computerized Data Gathering System (SCADA).
2. Inspects and tests: machinery and equipment for safe, efficient and proper operation by visual and audio inspection during walk-throughs and by standard monitoring; fire prevention equipment to ensure safe and proper functionality; water storage and multiple distribution systems, high pressure zones, wood and steel storage tanks, pumps and relief valves, and samples of water.
3. Makes entries and keeps records on shift operation by taking and entering gauge readings and accurate water laboratory analysis readings and temperatures on operating log sheets or into a computer data system to ensure preventative maintenance and equipment history; and changes charts and recordings accordingly.
4. Receives, records and stores large amounts of treatment chemicals and may handle hazardous chemicals in confined or enclosed areas; must be capable of safely and properly handling chemical spills; may also include handling and treatment of industrial or hazardous waste.

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5. Contacts, communicates and is required to deal with contractors, building tenants and/or the general public in order to be able to discharge assigned duties.
6. Maintains keys, communications equipment, and security (in the absence of Security Personnel), in order to ensure the security of a plant and buildings and grounds, including public safety. As part of an emergency response team, recognizes, evaluates, and responds to potentially hazardous situations
7. Performs control tests on water samples to determine chlorine and fluoride residual, pH, alkalinity, turbidity, color, saturation index and flocculation factors; under supervision, conducts water analysis and regulates treatment chemical dosages to maintain water quality in filtration plant, distribution system, or other large complex facility may also be required to perform water analysis on water/wastewater as required by the State of California; performs boiler water and cooling tower chemical tests, including pH, alkalinity TDS, etc., to monitor and control growth of organisms in water.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Knowledge of: Methods, techniques, and procedures necessary for the safe and efficient operation, maintenance and repair of mechanical and electrical plant machines, tools and equipment including a wide variety of pumping, heating, ventilating, air conditioning and process machinery, refrigeration systems, pumps, compressors, valves and equipment control devices; applicable shop practices and safety regulations.

Ability to: Interact with the public and customers in a professional manner; maintain plant operating records; use hand tools; operate motor vehicles with both automatic and manual automobile transmissions as required.

Skill to: Read and comprehend procedures, policies, blueprints (mechanical and electrical), technical manuals, gauges, meters, records and logs.

MINIMUM QUALIFICATIONS

These minimum qualifications are to be used as a guide for establishing the education, training, experience, special skills and/or license(s) which are required for employment in the classification. Please note, additional qualifications (i.e., special conditions) may apply to a particular position and will be stated on the exam/job announcement.

1. Four (4) years of verified journey-level stationary engineer experience in the maintenance, repair and operation of a variety of mechanical and electrical pumping, heating, air conditioning, ventilating and related plant machinery used in a government establishment, hospital, industrial, production or commercial building; **OR**
2. Completion of a recognized four-year Stationary Engineer apprenticeship program; **OR**
3. Graduation from a recognized four-year Maritime Academy with a degree in engineering or technology; **OR**
4. Possession of at least a 3rd Assistant Marine Engineer's License of any (unrestricted)

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horsepower; **AND**

5. Possession at time of hire a Universal Chlorofluorocarbon (CFC) certificate issued by the Federal Environmental Protection Agency.

Note: Experience as an oiler or firefighter will not be accepted as qualifying experience.

Special Requirement:

Essential Functions require: considerable physical effort in the repair and upkeep of machinery and equipment; and ability to lift heavy objects.

Work environment may require: exposure to working conditions where minor abrasions, bruises and burns may be encountered; occasional disagreeable work inside close and dirty spaces. Upon appointment to employment, and then on annual basis, employees may be required to pass a State mandated respirator Medical Examination and be clean shaven for respirator and self-contained breathing apparatus fittings. Employees must pass CPR training annually and First Aid every three (3) years.

LICENSE AND CERTIFICATION

PROMOTIVE LINES

ORIGINATION DATE: 3/9/61

AMENDED DATE: 3/1/71, 3/3/75, 7/28/99, 3/14/03, 7/13/10

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