



Edwin Lee
Mayor

Micki Callahan
Human Resources Director

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

Date: May 30, 2012

Re: **Notice of Proposed Classification Actions –Final Notice No. 45 FY 2011/2012 (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 May 30, 2012.

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
DHR – Employee Relations Unit
DHR – Class and Comp Unit
DHR – Recruitment and Assessment Unit
DHR – Support Services
Micki Callahan, DHR
Anita Sanchez, CSC
Linda Cosico, DHR
Maria Newport, SFERS
E-File

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

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

Posting No: 45
Fiscal Year: 2011/2012
Posted Date: 05/22/2012
Reposted Date: N/A

AMEND THE FOLLOWING JOB SPECIFICATION(S):
(Job specification(s) attached.)

Item #	Job Code	Title
1	7410	Automotive Service Worker
2	7412	Automotive Service Worker Assistant Supervisor

For additional information regarding this proposed classification action, please contact Christina Penland, Senior Classification and Compensation Analyst, at (415) 557-4848 or by email at Christina.Penland@sfgov.org.

Protests on an item should be addressed to the Human Resources Director and can be submitted by mail to the City and County of San Francisco, Department of Human Resources, 1 South Van Ness Ave, 4th Floor, San Francisco, CA 94103 or by email to DHR.ClassificationActionPostings@sfgov.org. All protests must be received in writing no later than close of business seven (7) calendar days from the posting date, and must include the posting and item number(s), the basis on which the protest is submitted and identify the effected parties.

Copies of this notice may be obtained from the Department of Human Resources or from the website at: <http://sfdhr.org/index.aspx?page=109>. Copies of Civil Service Rule 109 may be obtained from the Department of Human Resources, the office of the Civil Service Commission at 25 Van Ness Ave, Suite 720, San Francisco, CA 94102 or from the website at: <http://www.sfgov3.org/index.aspx?page=328>.

cc: All Employee Organizations
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**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**

**Title: Automotive Service Worker
Job Code: 7410**

INTRODUCTION

Under immediate supervision, performs a variety of semi-skilled work in maintaining, servicing, and safety checking of different types of gasoline, diesel, propane, natural gas and alternative fuel source vehicles. Incumbents are responsible for ding servicing heavy equipment vehicles, such as tractor-trailers and/or bulldozers.

Essential functions include: operating a variety of automotive servicing equipment and hand tools; responding to automotive service requests; operating the refueling station and/or the tire shop; performing regular maintenance on vehicles; making minor repairs on disabled vehicles; maintaining a clean shop area; preparing routine records; assisting automotive mechanics and operating service vehicles.

DISTINGUISHING FEATURES

The Automotive Service Worker is the fully qualified, semi-skilled level in this series. Incumbents are expected to be able to perform the full range of routine semi and unskilled tasks required to maintain, service, and safety check automotive equipment and vehicles. Class 7410 is distinguished from class 7412 Automotive Service Worker Assistant Supervisor by the latter's supervisory responsibility and performance of more difficult and complex functions.

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.

1. Operates a variety of automotive servicing equipment and hand tools such as tow trucks, service trucks/pushers and forklifts; wrenches, hammers, and screwdrivers, in order to ensure that city, transit and off-road vehicles are maintained and repaired.
2. Responds to automotive service requests by making non-safety related determinations as to whether city, transit and off-road vehicles can be repaired immediately or have to be taken to shop for on-site repairs; and towing disabled vehicles to a service center, in order to ensure that troubled vehicles are attended to and maintained to be operational.
3. Operates the refueling station and/or the tire shop by dispensing correct fuel (diesel, gasoline, propane or natural gas); checking oil levels; washing, cleaning, vacuuming and steaming of vehicles; inspecting tires and properly repairing tires mounted on solid or split rim wheels; maintaining correct tire stock; and ordering replacements in facilities requiring tire service, in order to ensure that city, transit and off-road vehicles are operational and safe.
4. Performs regular maintenance on vehicles by conducting regular and preventative checks

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

**Title: Automotive Service Worker
Job Code: 7410**

such as visual safety checks of vehicles as required; inspecting the fluid levels of differential; checking brakes; and checking, changing and replenishing fluids, filters and cooling systems in order to ensure that vehicles are operational.

5. Makes minor repairs on disabled vehicles by inspecting/repairing vehicles for mechanical problems; and salvaging equipment for later assessments, as required by the supervisor, so vehicles can resume service.
6. Maintains shop area cleanliness by correctly disposing of refuse and debris; cleaning shop floors; operating a "ride board" floor scrubber; using a shop "spill kit" when necessary; properly storing hazardous materials such as cleaning solvents; and storing equipment in a proper location in order to ensure that the work area is safe.
7. Prepares routine records by correctly filling out vehicle maintenance forms, job work orders, vehicle trouble reports, incident/accident reports, vendor purchase orders, requisition forms, and billing charges to Departments for automotive services, in order to ensure correct work flow on all automotive maintenance jobs. May utilize a computer for data entry.
8. Assists automotive mechanics by applying and releasing the brakes for inspections; replacing batteries and battery cables, vehicle lights, light bulbs, head lamps, wiper blades, belts, and radiator hoses; steam cleaning of parts for later assessment; checking the condition and pressure of tires, as required by the supervisor, in order to ensure safe operation of vehicles.
9. Operates service vehicles by driving, towing and/or pushing disabled vehicles with or without passengers to a safe location for repairs and/or for storage, in order to ensure that city, transit, and off-road vehicles are serviced immediately.
10. Performs other related duties and responsibilities as assigned.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Knowledge of:

Basic vehicle adjustments, repair and maintenance procedures;

Basic starting and cooling systems; different types of lubricants and their uses; dispensing correct fuel; changing belts and filters; charging batteries; checking vehicle lights; jump-starting an engine with a booster battery and cable; changing, repairing and balancing tires; and other routine servicing and safety checks;

How to use heavy equipment and land-moving equipment;

The use of basic hand tools such as wrenches, hammers, and screwdrivers; and equipment such as pneumatic equipment, hydraulic hoist, steam cleaner, car washing equipment, lube and oil equipment, parts cleaner, battery charger, tire changing equipment, and other

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

**Title: Automotive Service Worker
Job Code: 7410**

machines necessary for the repair and maintenance of vehicles;

Safe working practices and the correct and safe use of tools and equipment;

Correct handling, proper storage and disposal of toxic substances; and the use of Personal Protection Equipment (PPE) when required, and keeping current on safety regulations through training and/or informational handouts;

Skill and Ability to:

Establish, promote and maintain effective and professional relationships while working with co-workers, when taking direction from a supervisor on assigned tasks or projects, and when interacting with vendors or individuals who request parts, service or repair on vehicles;

Operate a variety of vehicles;

Use computerized interface equipment to perform basic key pad and/or data entry;

Speak clearly and understandably and to express ideas in a clear and effective manner when disseminating information, by using appropriate technical terms when referring to basic vehicle service, maintenance equipment, and procedures;

Listen to and understand verbal instructions, and to ask questions whenever instructions are not clear;

Prepare and complete basic reports, records, forms and routine maintenance schedules in a manner that is clear, concise and easily understood;

Read and understand written instructions;

MINIMUM QUALIFICATIONS

These minimum qualifications establish 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.

Education/Training:

A certificate of completion of coursework in Automotive Mechanic from an accredited academic, trade or technical institution with a minimum of six months . Coursework in Auto Body, Fender or Welding may not be substituted for coursework in Auto Mechanics; OR

Experience:

One (1) year of full-time experience performing semi-skilled work in maintaining, servicing, and safety-checking of gasoline, diesel or alternative fuel source vehicles.

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

**Title: Automotive Service Worker
Job Code: 7410**

LICENSE AND CERTIFICATION

Possession of a valid California Class C driver's license.

Some positions may require possession of or the ability to obtain the following licenses or driver's license endorsements within six months of appointment:

A valid California Class A driver's license to drive heavy equipment;

A valid California class B driver's license with P (Passenger) engorsement and no air brake restriction;

A valid M1 endorsement to drive motorcycles;

A valid X endorsement to drive tank and handle hazardous materials vehicles.

SUPPLEMENTAL INFORMATION

May require exposure to disagreeable weather conditions and hazardous work situations; handling hazardous materials and waste; occasional lifting heavy objects weighing up to 50 pounds and carrying them for moderate distances; wearing required safety equipment, such as a respirator or dust mask; wearing specialized clothing such as mechanic coveralls, safety vest, etc.; walking or standing for extended periods of time. Some positions may require the use of a computer.

PROMOTIVE LINES

7412 Automotive Service Worker Assistant Supervisor

ORIGINATION DATE: 7/1/77

AMENDED DATE: 11/19/79; 7/23/99; 05/30/2012

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 SFCCD SFMTA SFUSD

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

**Title: Automotive Service Worker Assistant Supervisor
Job Code: 7412**

INTRODUCTION

Under general supervision, the Automotive Service Worker Assistant Supervisor performs semi-skilled work in connection with the maintenance and servicing of a wide variety of automotive equipment, exercises work direction over a small group of subordinate service workers engaged in such work, and performs related duties as required.

DISTINGUISHING FEATURES

This is the assistant supervisor position in the Automotive Service Worker series. It is distinguished from the 7410 Automotive Service Worker by its supervisory duties.

SUPERVISION EXERCISED

Positions in this job code supervise 7410 Automotive Service 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 and supervises the operation of a variety of automotive servicing equipment such as towing vehicles, tire repair and balancing equipment, fuel pumps, automotive oil dispensers, battery chargers, grease guns, and other equipment for maintaining vehicles.
2. Assigns road calls in response to field service calls requiring tire changing, starting stalled vehicles with booster cables/battery charger, priming a fuel system, fueling and restarting a diesel engine, minor onsite repairs, or towing disabled vehicles to service center.
3. Operates and supervises the operation of refueling station by dispensing correct fuel (gasoline, diesel, etc.), checking oil levels, radiator coolant, and tire pressure and performing other routine service and safety checks.
4. Performs and supervises regular and preventative maintenance on vehicles such as changing engine oil and filter; checking cooling system, changing transmission fluid and filters, checking and changing differential fluid; adjusting belts; inspecting brake linings, tire condition and pressure, vehicle lights, and wiper blades/motor; and making visual safety checks of vehicle. Under general supervision, makes minor repairs such as tire changes; replacement of batteries and cables, light bulbs, wiper blades, belts and radiator hoses; greases fittings and other similar repairs. Also includes the regular interior and exterior cleaning of the vehicle.
5. Maintains and supervises the maintenance of shop area by keeping the area clear of refuse and debris. Includes ensuring that all equipment is in good working condition and correctly stored.
6. Prepares shop records by correctly completing vehicle maintenance forms, job work orders,

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

**Title: Automotive Service Worker Assistant Supervisor
Job Code: 7412**

vendor purchase orders, requisitions to storekeeper, vehicle trouble reports, and warranty forms.

7. Supervises a group of employees by assigning work, overseeing employees, reviewing work and training subordinates.
8. Assists automotive mechanics, as required by supervisor, in working on specified automotive jobs requiring mechanic supervision. This refers to jobs such as additional mechanical repairs, vehicle inspection and salvaging parts and equipment from disabled vehicles

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Knowledge of: service equipment for the maintenance of vehicles and the use of such equipment in a safe and efficient manner; the differences in motor oils and their uses; repairing, changing, and balancing tires; changing belts and filters; charging batteries and starting an engine with booster cables; fueling and priming a fuel system; checking vehicle lights; simple routine servicing and safety checks.

Ability to: drive a variety of vehicles, such as tow trucks, fork lifts, cranes and road equipment; use basic hand tools such as wrenches, hammers, screwdrivers, etc.; give and follow verbal instructions; respond orally in a clear manner using correct terminology related to automotive service equipment; prepare written instructions, reports, records, and forms as required; read documents such as technical manuals and operating instructions; work effectively supervisors, subordinates, vendors, automotive mechanics, and others; supervise subordinates through planning, assigning and monitoring their work; train subordinates with the proper use of service equipment and in the performance of required duties.

MINIMUM QUALIFICATIONS

These minimum qualifications establish 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.

Education/Training:

None.

Experience:

Three (3) years of verifiable work experience performing semi-skilled work in maintenance, servicing, and safety-checks of gasoline and diesel vehicles at a level equivalent to job code 7410 Automotive Service Worker. (Service Station experience will be accepted only if it includes servicing and maintenance of vehicles. Experience in self-service stations is not qualifying).

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

**Title: Automotive Service Worker Assistant Supervisor
Job Code: 7412**

LICENSE AND CERTIFICATION

Possession of a valid California Class C driver's license.

Some positions may require possession of or the ability to obtain the following licenses or driver's license endorsements within six months of appointment:

A valid California Class A driver's license to drive heavy equipment;

A valid California class B driver's license with P (Passenger) endorsement and no air brake restriction;

A valid M1 endorsement to drive motorcycles;

A valid X endorsement to drive tank and handle hazardous materials vehicles.

SUPPLEMENTAL INFORMATION

None.

PROMOTIVE LINES

From: 7410 Automotive Service Worker

ORIGINATION DATE: 7/1/77

AMENDED DATE: 5/16/01, 05/30/12

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 SFCCD SFMTA SFUSD