

**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: 6
Fiscal Year: 2013/2014
Posted Date: 9/11/2013
Reposted Date: N/A

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

Item #	Job Code	Title
1	7332	Maintenance Machinist

For additional information regarding this proposed classification action, please contact Cathy Abela, Senior Classification and Compensation Analyst, at (415) 557-4926 or by email at Cathy.Abela@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
All Departmental Personnel Officers
DHR – Class and Comp Unit
DHR – Client Services Unit
DHR – Employee Relations Unit
DHR – Recruitment and Assessment Unit
DHR – Client Services Support Services
Micki Callahan, DHR
Jennifer Johnston, CSC
Sandra Eng, CSC
Linda Cosico, DHR
Maria Newport, SFERS
Risa Sandler, Controller/Budget Division
Devin Macaulay, Controller/ Budget Division
Theresa Kao, Controller/ Budget Division
Chris Trenchel, Controller/ Budget Division
E-File

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

Title: Maintenance Machinist

Job Code: 7332

INTRODUCTION

Under general direction, the Maintenance Machinist performs preventive, routine and emergency maintenance and repair of a variety of heavy and light equipment, related systems and components ~~for all City Departments.~~

DISTINGUISHING FEATURES

The Maintenance Machinist is the journey level class of the series. This class is distinguished from the 7337 Maintenance Machinist Assistant Supervisor in that the latter performs more complex and difficult duties and/or supervises subordinate Maintenance Machinists. The Maintenance Machinist is distinguished from the 7331 Apprentice Maintenance Machinist in that the latter works under the immediate supervision of a journey level 7332 Maintenance Machinist while completing apprenticeship requirements.

SUPERVISION EXERCISED

May supervise the activities of apprentices and 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. Set~~ting~~ing up and operat~~ing~~ing a variety of ~~portable power and machine tools, stationary as well as portable manual machine tools and Computer Numeric Control (CNC) machine tools,~~ such as, ~~drills, engine lathes, saws, wrenches, and milling machines.~~ as mills, lathes, drills, saws etc.
2. Rebuild~~ing~~ing, refinish~~ing~~ing, modif~~ies~~ying, and/or fabricat~~ing~~ing replacement parts for pumps, ~~engines,~~ generators, cranes, parking meters, transit vehicles/railway coaches and railway cars, fire alarm boxes, compressors, dredges, and pipes lines-, barges, ferry terminals and their components.
3. Maintains~~ing~~ing and repairs~~ing~~ing a variety of instruments and mechanical equipment, including valves, castings, and various metal parts.
4. Diagnos~~ing~~ing, install~~ing~~ing, inspect~~ing~~ing and test~~ing~~ing of machinery, parts and equipment.
5. Read~~ing~~ing and interpret~~ing~~ing schematic drawings, blueprints, and plans.
6. Prepar~~ing~~ing and maintain~~ing~~ing records and forms documenting work performed.

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7. Dismantlesing and assemblesing of light and heavy machines and/or equipment.

8. Manufactures/fabricates parts based on samples.

8. 9. Performs other related duties and responsibilities.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Knowledge of: basic techniques of shop theory and bench work such as turning, milling, chipping, sawing, filing, drilling, welding (MIG and ARC), soldering, gearinggear cutting, threading, grinding and heat treatment; maintenance and repair of a variety of equipment including hydraulically, electrically and pneumatically operated machinery; arithmetic functions needed for precise measurements in performing machining duties; safety rules and regulations in the workplace, field, and while operating equipment and the use of safe working practice to avoid accidents and injury; and familiarity with basic composition, characteristics, and uses of commonly used machine shop metals and materials.

Ability to: read/modify schematic drawings, blueprints and do layout work; understand and interpret the designs and measurements indicated on blueprint, equipment or parts specifications; read and perform the required procedures in operatingon, instruction, and service manuals; ~~follow safety rules and regulations in the workplace, field, and while operating equipment;~~ orally verbally communicate messages, instructions, directions and other ideas with a variety of people such as supervisors and co-workers in a clear and concise manner; present information in writing, expressing ideas, information and instruction clearly and concisely; establish effective working relationships and interact courteously with co-workers, supervisors and other department personnel; ~~perform- use~~ MIG and ARC welding including using Oxy Acetylene equipment safely; ~~ability to work under certain hazardous conditions and with hazardous materials while working with solvents and at high altitudes; lift heavy weights; and maintain a current valid Class C driver license;~~ and use hand tools, measuring devices, and portable and stationary machine tools safely.

~~Skill to: use various tools in machining work proficiently to include the safe and efficient use of hand tools, measuring devices, and portable power tools and machine tools.~~

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.

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Experience:

1. Completion of a recognized four (4) year Maintenance Machinist's Apprenticeship Program and two (2) years of full-time verifiable verified experience as a journey-level Maintenance Machinist performing duties equivalent to Class Job Code 7332 Maintenance Machinist (with primary responsibility in maintenance/repair than limited to machine tool operations); for positions at the PORT, the two (2) years of experience MUST have been in container crane maintenance (See NOTES #3) OR;
2. ~~A combination of~~ Two (2) years of trade-related training ~~(a minimum of two years)~~ and four (4) years of full-time verifiable experience as a journey-level ~~Maintenance Machinist totaling six (6) years performing duties equivalent to Job Code 7332 Maintenance Machinist (with primary responsibility in maintenance/repair rather than limited to machine tool operations); AND~~
3. ~~Possession of a valid Class C driver's license to be submitted with your application. Candidates who fail to submit a valid driver's license will not be allowed to participate in the examination process. Failure to maintain required license, will be cause for termination.~~

Note: For positions at the Port of San Francisco, the journey-level Maintenance Machinist experience MUST have been in the maintenance and operation of diesel engines and pile-driving equipment.

License and Certification:

Possession and maintenance of a valid Class C California driver license.

Nature of Work:

~~Work may involve: physical effort and considerable dexterity; continuous exposure to somewhat disagreeable physical and working conditions, such as, working underground or in dark, dusty, cramped, damp, dirty, noisy, and oily places; and use of ladders, cranes.~~

PROMOTIVE LINES

To: 7337 Maintenance Machinist Assistant Supervisor
From: 7331 Apprentice Maintenance Machinist

ORIGINATION DATE: 4/12/641961

AMENDED DATE: Retitled: 9/24/1999; 11/7/2002; xx/xx/2013

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.*

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BUSINESS UNIT(S): COMMN. SFMTA