

City and County of San Francisco



Department of Human Resources

Edwin Lee
Mayor

Micki Callahan
Human Resources Director

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

Date: December 5, 2013

Re: **Notice of Proposed Classification Actions –Final Notice No. 12 FY 13/14 (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 December 5, 2013.

Micki Callahan
Human Resources Director

by:

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

Steve Ponder
Classification and Compensation Manager
Human Resources

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

**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: 12
Fiscal Year: 2013/2014
Posted Date: 11/22/13
Reposted Date: N/A

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

Item #	Job Code	Title
1	H110	Marine Engineer of Fireboats

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>.

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

**Title: Marine Engineer of Fireboats
Job Code: H110**

INTRODUCTION

Under general supervision, maintains the fireboat's mechanical and electrical systems in condition of general readiness; takes charge of the vessel's engine room while enroute and during emergency situations; maintains up-to-date logs and other records in accordance with local, state, and federal regulations; ensures that personnel aboard the fire boat adhere to safety standards; and performs other duties as required.

DISTINGUISHING FEATURES

An H110 Marine Engineer of Fireboats is distinguished from H120 Pilot of Fireboats in that the H110 is responsible for mechanical and electrical systems and the engine room of the fire boat, and the H120 is responsible for piloting and navigating the fire boat.

SUPERVISION EXERCISED

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. Maintains the fire boat's mechanical and electrical equipment in condition of general readiness during an assigned shift.
2. Provides working supervision over engine room crew while docked, on standby, enroute, and during emergency conditions.
3. Plans and supervises the work of subordinate engine room personnel; assists with maintenance of the fire boat; overhauls and repairs the main engines, auxiliaries, pumps, electric motors, and related equipment; maintains engineering spaces in clean and orderly condition.
4. Inspects and maintains the fire boat equipment in operational order.
5. Participates in fire suppression duties as necessary and practicable.
6. Takes effective damage control measures to save personnel and equipment on board in case of casualty or emergency caused by collision, grounding, foundering, explosion, or fire.
7. Participates in cleaning, scaling and painting duties; performs minor repairs and alterations to topside areas, holds, firefighting and deck equipment.
8. Maintains up-to-date engine room log books and other records in accordance with local, state, and federal regulations.

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9. Stands regular watches at the fire station and performs general station maintenance duties while docked.
10. Completes all necessary reports, correspondence, and documentation as required in performance of duties [e.g., journal entries, maintenance logs, etc.].
11. Ensures all personnel aboard the fire boat adhere to safety standards.
12. Instructs crew members in proper fire boat maintenance and operations procedures, and in routine and emergency duties.
13. Conducts authorized and scheduled citizen fire boat tours.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Knowledge of: theory and operation of marine diesel engines used in fireboats; installed auxiliary equipment such as piping, pumps, and compressors; installed fire equipment and basic laws of hydraulics and mechanics involved in the operation of the equipment; fuels and lubricants; operation and maintenance of marine electrical motors, generators, control systems, and other components; safety procedures in hazardous conditions; seamanship; nautical terms; maintenance requirements of fire boats and related equipment; Fire Department communications system related to fire boat operations; objectives, principles, and practices of waterfront pre-fire planning; Fire Department organizational functions, rules, regulations, and procedures; and principles of supervision and training.

Ability to: plan, supervise, and participate in major or minor repair and maintenance overhaul of machinery, systems, and equipment; supervise and train engine room personnel; establish and maintain effective relationships with employees and the general public; effectively perform required physical aspects of the job; properly and effectively use Fire Department equipment; think quickly and use good judgment in making decisions under stressful circumstances; communicate effectively both orally and in writing to Department members, members of the public, and representatives of other agencies; complete and maintain necessary records, reports, correspondence, and documentation as required.

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.

1. High school diploma or an equivalency certificate (e.g., G.E.D., California High School Proficiency Certificate).
2. One year of experience [2080 hours] in the last two years as marine engineer on a diesel

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powered vessel.

LICENSE AND CERTIFICATION

SUPPLEMENTAL INFORMATION

SUPERVISION EXERCISED: Supervises the engine room crew.

OTHER REQUIREMENTS:

1. Possession of a current valid Designated Duty Engineer (DDE) license issued by the United States Coast Guard for a diesel powered vessel of at least 2000 shaft horse power.
2. Pass federally mandated random drug screening.

PROMOTIVE LINES

ORIGINATION DATE: 10/11/07

AMENDED DATE: 10/23/07, 12/05/13

REASON FOR AMENDMENT *To accurately reflect the current minimum requirements as established by the United States Coast Guard.*

BUSINESS UNIT(S): COMMN SFCCD SFUSD