

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: February 11, 2014

Re: **Notice of Proposed Classification Actions –Final Notice No. 20 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 February 11, 2014.

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:** 20  
**Fiscal Year:** 2013/2014  
**Posted Date:** 1/28/14  
**Reposted Date:** N/A

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

Item #	Job Code	Title
1	7372	Stationary Engineer, Sewage Plant

**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](mailto: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](mailto: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: Stationary Engineer, Sewage Plant  
Job Code: 7372**

**INTRODUCTION**

Under general supervision, during an assigned shift, is responsible for operating and maintaining a wide variety of complex machinery and equipment in a sewage disposal plant or pumping station, following established plant operations, methods and procedures; maintaining and preparing routine plant operations records and reports; and performs related duties as assigned.

**DISTINGUISHING FEATURES**

Job code 7372 is a journey-level position in the Stationary Engineer series at the sewage plant, performing duties following established rules and/or procedures. This job code is distinguished from job code 7373 Senior Stationary Engineer in that the latter is required to supervise a work crew during an assigned shift, and personally participates in major or minor repairs of plant machinery and equipment.

**SUPERVISION EXERCISED**

May serve as acting supervisor during an assigned shift, in an assigned area of a sewage treatment plant.

**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. Makes regular visual, audio, olfactory and tactile inspections and/or manual tests of all plant machinery and equipment, including auxiliary equipment, in an assigned area or pumping station, maintaining logs and records of required maintenance, completed maintenance, equipment and work order history by taking periodic readings of gauges and meters to ensure that sewage plant is working safely, efficiently and properly; and to provide an accurate record of maintenance, preventive maintenance, equipment, and work order history.
2. Performs a variety of manual tasks requiring the handling of equipment exposed to raw sewage; collects and performs simple assessments of raw sewage and chemical samples on prescribed schedule at specific locations by making chemical and physical assessments to assess the efficiency of the treatment processes and to ensure compliance with the NPDES Permit (National Pollution Discharge Elimination System, Permit).
3. Operates, inspects, maintains, overhauls and makes major and minor repairs to wide variety of pumping, heating, ventilating, process machinery and equipment in a wastewater treatment plant or pumping station, including pumps, bar racks, grit collectors, conveyors and washers, chlorinators, evaporators and storage tanks, sludge collectors, drive units, deodorizing equipment and a wide variety of metering and recording devices to assure the safety and efficiency of equipment and facilities; includes lubricating and greasing machinery and equipment; cleaning and maintaining machinery, equipment and facility to ensure safety and equipment reliability.

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

**Title: Stationary Engineer, Sewage Plant  
Job Code: 7372**

4. Inspects sewage pipe lines, tanks and gates to check for the condition of equipment, for infiltration and blockage of debris and build-up of mineral deposits, etc., by draining tanks, by monitoring pressure and flow indicators and by visual inspection to determine any problem areas to ensure proper operation.
5. Operates, inspects and maintains solids treatment and flocculating chemical systems by monitoring and adjusting flow indicators or controllers, by visual inspection and by analysis of samples to ensure optimum treatment.
6. Operates, inspects and maintains disinfection and dechlorination systems by performing tests and analyzing sample to determine proper chemical dosages to ensure that effluent or final discharge meets Regional and State pollution control requirement.
7. May assist in training and in supervising work of apprentices or other trainees by oral instruction and hands-on demonstration in the operation and maintenance of sewage treatment processes to ensure competent performance of required skills by apprentices and other trainees.

**IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES**

Knowledge of: The operation, maintenance and repair of low pressure boilers, heat exchangers, hot water boilers, fans and blowers, heating and cooling coils and control valves, electric motors, non-electric prime movers such as turbines and internal combustion engines, various pumps and compressors, various equipment control devices, switches, circuit breakers, motors, and a variety of mechanical and electrical devices; shop practices and safety requirements; sewage treatment processes.

Ability to: Analyze, maintain and repair a variety of mechanical and electrical equipment; make repairs to plant machinery and equipment, and as necessary, maintain simple plant operating records; and communicate clearly and precisely and comprehend directions, both verbally and in writing.

Skills: Requires skill in the use of hand tools as needed in the maintenance and repair of equipment.

Positions located at the San Francisco Airport require technical knowledge and skill to conduct bacteriological and chemical tests of various stages of the sewage treatment processes.

**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. Four years of verifiable journey level Stationary Engineer, Plant Operator and/or Plant

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

**Title: Stationary Engineer, Sewage Plant  
Job Code: 7372**

Mechanic experience in the operation, maintenance, and repair of a variety of mechanical and electrical pumping, heating, air-conditioning, ventilating, and related plant machinery of wastewater treatment plant; 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 horsepower (experience as an Oiler or Firetender will not be accepted as qualifying); OR
5. Possession of a FAA Airframe or Power Plant Certificate and four years verifiable experience in an Airframe or Powerplant mechanic or maintenance technician capacity that utilizes the certificate; AND
6. Possession of a valid driver's license.

**LICENSE AND CERTIFICATION**

Grade I or higher California Wastewater Treatment Plant Operator Certificate, or Grade I or higher California Water Environment Mechanical Technology Certificate.

**PROMOTIVE LINES**

7373 Senior Stationary Engineer, Sewage Plant

<b>ORIGINATION DATE:</b>	4/7/75,
<b>AMENDED DATE:</b>	10/22/99, 2/11/2014
<b>REASON FOR AMENDMENT</b>	<i>To accurately reflect the current tasks, knowledge, skills and abilities defined in the most recent job analysis conducted for this job code.</i>
<b>BUSINESS UNIT(S):</b>	COMMN, SFUSD, SFCCD, SFMTA