



Edwin Lee
Mayor

Micki Callahan
Human Resources Director

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

Date: June 3, 2016

Re: **Notice of Proposed Classification Actions –Final Notice No. 86 FY 15/16 (copy attached).**

Pursuant to completion of discussion with Local 104 regarding this classification action, the classification action contained in the above referenced notice became effective June 3, 2016.

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 Director
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
Michael Brown, CSC
Sandra Eng, CSC
Maria Newport, SFERS
Devin Macaulay, Controller/ Budget Division
Theresa Kao, Controller/ Budget Division
Drew Murrell, Controller/ Budget Division
Alex Koskinen, 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: 86
Fiscal Year: 2015/2016
Posted Date: 04/26/16
Reposted Date: 05/24/2016

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

Item #	Job Code	Title
1	7514	General Laborer

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 affected parties.

For additional information regarding this proposed classification action, please contact Victor H Vallejo, Clerk, at (415) 557-4894 or by email at Victor.h.Vallejo@sfgov.org.

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
Michael Brown, CSC
Sandra Eng, CSC
Devin Macaulay, Controller/ Budget Division
Theresa Kao, Controller/ Budget Division
Drew Murrell, Controller/ Budget Division
Alex Koskinen, Controller/ Budget Division
E-File

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

**Title: General Laborer
Job Code: 7514**

INTRODUCTION

Under general supervision, performs a variety of manual labor tasks such as removing debris from construction, maintenance, wrecking, or repair work; loading and unloading materials, supplies, furniture, and equipment; may work as part of a crew with other crafts; and operating various types of equipment and machinery including pneumatic and hand tools associated with general construction.

DISTINGUISHING FEATURES

This class is the entry-level class in the laborer series. Positions involve sustained physical effort and exposure to a variety of disagreeable working conditions and inclement weather.

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. Excavates trenches (using various pneumatic and hand tools, including 90-pound jackhammers) for water and sewer lines, underground utility repair, or electrical conduits; backfills and compacts excavations; and potholes transmission mains and service piping.
2. Clears culverts, stakes fabric to prevent erosion of work sites, and cements and rip-raps upstream and downstream of culverts.
3. Stabilizes embankments by building wetwalls and drywalls alongside roadways and waterways.
4. Clears obstacles prior to machine mowing.
5. Serves as flag operator and sets up traffic barricades and lights or other barriers around work sites (on streets or in other locations).
6. Clears and chips vegetation, brush, limbs; clears firebreaks, watershed roadways, v-ditches, jogging and foot paths, pipeline rights-of-way, around structures, buildings, risers, vaults, and valve lots; cuts access routes to watershed domestic utility lines and springs; removes small trees and grinds stumps.
7. Installs and maintains chain link, barbed wire and hogwire fencing; cements watershed gate posts and chain link fence posts.
8. Loads and unloads materials, supplies, furniture, and/or equipment by hand or with booms, power tailgate, forklift, and other moving equipment for moving to and from worksites (examples: jackhammers, sandbags, cement bags, debris bags, railroad ties, whackers,

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

**Title: General Laborer
Job Code: 7514**

vibratory plates).

9. Removes and cleans up debris resulting from construction, maintenance, wrecking, or repair work around grounds and building areas using hands, broom, shovel, wheel barrow, etc.

10. Works in confined spaces to assist in cleaning and flushing catch basins, septic tanks, or sewage treatment plants with shovels, hoses, and pumps to ensure proper drainage of the sewer system.

11. Operates and maintains pneumatic, electrical, mechanical, and hand tools including air compressors, jack hammers, tie tampers, sand blasters, steam cleaners, hoists, drills, chain saws, cement mixers, chipping guns, weed whackers, spaders, stump grinders, fence stretchers, aerial lift buckets, and other hand tools to assist craft workers in getting their jobs done.

12. Mixes and prepares concrete.

13. Assists in the application of concrete and asphalt to repair roads and sidewalks.

14. Sweeps streets and sidewalks

15. Applies disinfectants, de-greasers, and herbicides to streets and sidewalks.

16. Scrubs streets, sidewalks, and plazas with a broom or high-pressure water hose.

17. Picks up litter and puts debris into bags.

18. Cleans up illegal dumping sites, spills on city streets, and sites of accidents. 19. Removes litter and signs from poles and benches.

20. Operates motorized sidewalk sweepers to clean sidewalks.

21. Uses radio communication system or other communication devices.

22. Manages a tool room, distributing tools and tracking inventory.

23. Completes forms such as work orders, daily work or field reports, and/or accident report forms.

24. Drives a truck and/or car to work sites and follows route or other maps.

25. Prepare surfaces for painting; removes graffiti from public/private property using a computerized color matching program, soda blaster, and/or steam cleaner.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

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

**Title: General Laborer
Job Code: 7514**

Knowledge of: safe work practices, and safety equipment.

Ability and Skill to: perform basic general labor procedures such as shoveling, trenching, grading, cribbing, lifting and carrying heavy materials; load and unload trucks, wheel barrows, etc.; break up pavement and concrete and assist in mixing and putting in sidewalks, streets, and pathways; take care of tools and equipment; wear appropriate forms of respiratory protection equipment; read, write, and follow oral and written instructions and complete simple reports; interact with co-workers, supervisors and the public in a polite and friendly manner; drive a car or truck to work sites and follow route or other maps; use pneumatic and hand tools such as air compressors, jack hammers, sand blasters, tampers, concrete saws, chipping guns, chainsaws, concrete mixers, water pumps, air hoses, shovels, pipe and crescent wrenches, pliers, screwdrivers, hammers, crowbars, scoops, and hacksaws, etc.

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:

Experience:

Three (3) years (6000 hours) of journey-level experience as a general laborer in the construction field.

License and Certification:

Possession of a valid Class C California driver license (must be maintained during employment).

Substitution:

Completion of a California Division of Apprenticeship Standards (DAS) or United States Department of Labor (DOL) approved apprentice construction laborer program may be substituted for the required experience.

SUPPLEMENTAL INFORMATION

Special Requirements: Physical strength, endurance, and dexterity to perform tasks such as lifting and/or handling materials and objects weighing up to 90 pounds, carrying such materials at least 50 feet, balancing 10-foot long pieces of lumber; sustained physical effort, frequently under adverse weather conditions and/or disagreeable working conditions, such as working on

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

**Title: General Laborer
Job Code: 7514**

roads or streets in traffic or in cold or rain or being exposed to feces and urine, raw sewage, used syringes, toxic and hazardous materials, poison oak, poisonous snakes, and insects; and confined space entry.

PROMOTIVE LINES

To: 7215 General Laborer Supervisor

ORIGINATION DATE: 01/26/1987

AMENDED DATE: 11/21/02; 06/03/16

REASON FOR AMENDMENT *To accurately reflect the current tasks, knowledge, skills & abilities, and minimum qualifications.*

BUSINESS UNIT(S): COMMN SFMTA SFCCD SFUSD