

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: August 12, 2016

Re: **Notice of Proposed Classification Actions –Final Notice No. 5 FY 16/17 (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 August 12, 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 Operations
Micki Callahan, DHR
Michael Brown, CSC
Sandra Eng, CSC
Christopher Colandene, 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: 5
Fiscal Year: 2016/2017
Posted Date: 08/05/2016
Reposted Date: N/A

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

Item #	Job Code	Title
1	7334	Stationary Engineer

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>.

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

**Title: Stationary Engineer
Job Code: 7334**

INTRODUCTION

Under general supervision, operates, maintains, troubleshoots, and repairs a wide variety of pumping, heating, ventilating, air conditioning, refrigeration and auxiliary plant machinery and equipment in a large complex or multi-faceted facility. Ensures that all equipment, machinery and systems are functioning normally and safely, and complies with all applicable safety rules and regulations.

DISTINGUISHING FEATURES

The Stationary Engineer is the journey level class of the series. This class is distinguished from the 7335 Senior Stationary Engineer in that the latter performs more complex and difficult duties and/or supervises subordinate stationary engineers. The Stationary Engineer is distinguished from the 7333 Apprentice Stationary Engineer in that the latter works under the immediate supervision of a journey level stationary engineer while completing apprenticeship requirements.

SUPERVISION EXERCISED

May oversee the activities of apprentices and/or 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. Operates, maintains and repairs a wide variety of pumping, heating, ventilating, air conditioning, refrigeration, and power generating equipment in a large complex or multi-faceted facility to ensure the safe, correct and efficient functioning of the facility and equipment may be required to operate computerized building management systems, preventative or predictive maintenance computer systems or Computerized Data Gathering System (SCADA).
2. Inspects and tests: machinery and equipment for safe, efficient and proper operation by visual and audio inspection during walk-throughs and by standard monitoring; fire prevention equipment to ensure safe and proper functionality; water storage and multiple distribution systems, high pressure zones, wood and steel storage tanks, pumps and relief valves, and samples of water.
3. Makes entries and keeps records on shift operation by taking and entering gauge readings and accurate water laboratory analysis readings and temperatures on operating log sheets or into a computer data system to ensure preventative maintenance and equipment history; and changes charts and recordings accordingly.
4. Receives, records and stores large amounts of treatment chemicals and may handle hazardous chemicals in confined or enclosed areas; must be capable of safely and properly handling chemical spills; may also include handling and treatment of industrial or hazardous

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waste.

5. Contacts, communicates and is required to deal with contractors, building tenants and/or the general public in order to be able to discharge assigned duties.

6. Maintains keys, communications equipment, and security (in the absence of Security Personnel), in order to ensure the security of a plant and buildings and grounds, including public safety. As part of an emergency response team, recognizes, evaluates, and responds to potentially hazardous situations.

7. Performs control tests on water samples to determine chlorine and fluoride residual, pH, alkalinity, turbidity, color, saturation index and flocculation factors; under supervision, conducts water analysis and regulates treatment chemical dosages to maintain water quality in filtration plant, distribution system, or other large complex facility may also be required to perform water analysis on water/wastewater as required by the State of California; performs boiler water and cooling tower chemical tests, including pH, alkalinity TDS, etc., to monitor and control growth of organisms in water.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Knowledge of: Methods, techniques, and procedures necessary for the safe and efficient operation, maintenance and repair of mechanical and electrical plant machines, tools and equipment including a wide variety of pumping, heating, ventilating, air conditioning and process machinery, refrigeration systems, pumps, compressors, valves and equipment control devices; applicable shop practices and safety regulations.

Ability and Skill to: Interact with the public and customers in a professional manner; maintain plant operating records; use hand tools; operate motor vehicles with both automatic and manual automobile transmissions as required; read and comprehend procedures, policies, blueprints (mechanical and electrical), technical manuals, gauges, meters, records and logs.

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: Four (4) years of verified journey-level stationary engineer experience in the maintenance, repair and operation of a variety of mechanical and electrical pumping, heating,

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air conditioning, ventilating and related plant machinery used in a government establishment, hospital, industrial, production or commercial building

License and Certification:

Possession of a valid California Driver's License

Possession at time of hire a Universal Chlorofluorocarbon (CFC) certificate issued by the Federal Environmental Protection Agency.

Substitution:

Any of the following may be substituted for the required experience:

- Completion of a recognized four-year Stationary Engineer apprenticeship program
- Graduation from a recognized four-year Maritime Academy with a degree in engineering or technology
- Possession of at least a 3rd Assistant Marine Engineer's License of any (unrestricted) horsepower

SUPPLEMENTAL INFORMATION

Experience as an oiler or firefighter will not be accepted as qualifying experience.

Essential Functions require: considerable physical effort in the repair and upkeep of machinery and equipment; and ability to lift heavy objects.

Work environment may require: exposure to working conditions where minor abrasions, bruises and burns may be encountered; occasional disagreeable work inside close and dirty spaces.

Upon appointment to employment, and then on annual basis, employees may be required to pass a State mandated respirator Medical Examination and be clean shaven for respirator and self-contained breathing apparatus fittings. Employees must pass CPR training annually and First Aid every three (3) years.

PROMOTIVE LINES

To: 7335 Senior Stationary Engineer

From: 7333 Apprentice Stationary Engineer II

ORIGINATION DATE: 03/09/1961

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

**Title: Stationary Engineer
Job Code: 7334**

AMENDED DATE: 03/01/1971; 03/03/1975; 07/28/1999; 03/14/03; 07/13/10;
08/12/16

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

BUSINESS UNIT(S): COMMN SFMTA SFCCD SFUSD