

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: October 27, 2016

Re: **Notice of Proposed Classification Actions –Final Notice No. 18 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 October 27, 2016.

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 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  
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:** 18  
**Fiscal Year:** 2016/2017  
**Posted Date:** 10/20/2016  
**Reposted Date:** N/A

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

Item #	Job Code	Title
1	7347	Plumber

**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 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](mailto: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  
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**CITY AND COUNTY OF SAN FRANCISCO  
DEPARTMENT OF HUMAN RESOURCES**

**Title: Plumber  
Job Code: 7347**

**INTRODUCTION**

Under general supervision, performs skilled plumbing work in the alteration, repair and maintenance of water, sewer and other plumbing systems; and performs related duties as required.

Requires responsibility for: following established plumbing methods and procedures. Nature of work involves: considerable physical effort and intermittent exposure to working conditions which may produce minor cuts, bruises, and abrasions; somewhat unpleasant physical and working surroundings, such as lack of adequate ventilation, cramped quarters and toxic conditions.

**DISTINGUISHING FEATURES**

The 7347 Plumber is the journey level classification of the Plumber series. It is distinguished from the 7213 Plumber Supervisor I in that the latter supervises subordinate plumbing staff, whereas the Plumber does not.

**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. Performs plumbing duties in connection with a wide variety of building alterations, maintenance and repair projects and other appurtenant and miscellaneous structures; installs, alters, replaces and repairs plumbing, such as water, sewage and drainage systems.
2. Cuts, bends, assembles and installs various pipes, fittings and fixtures for water, sanitary, drainage, heating, gas and other plumbing systems which involve the performance of hand, bench and maintenance plumbing tasks,
3. Installs, alters, repairs or replaces all plumbing fixtures.
4. Threads, reams, assembles, caulks, solders and welds various pipes and component parts.
5. Installs, alters and repairs valves, fittings and other plumbing parts and equipment, including such items as hot water boilers, sterilizers, steam tables, sinks, thermal control apparatus, sprinkler heads, hydrants and service pipes.
6. Repairs and installs new water and drainage lines and waste and sewage pipes.
7. Checks plumbing fixtures for leaks and other defects; opens and cleans clogged drains, pipes and traps.

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

**Title: Plumber  
Job Code: 7347**

8. Advises on selection, ordering and storing of plumbing supplies and equipment.
9. Maintains simple working records and reports.

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

Knowledge of: the practices, methods, tools and materials of the plumbing trade; applicable sanitary and safety codes and ordinances; occupational, hazards and the techniques of safety precautions.

Ability and Skill to: interpret and work from blueprints, sketches and drawings; plan and lay out details of work; work well with others; estimate materials and labor costs for plumbing jobs; use of the tools, materials and equipment of the plumbing trade; communicate effectively both orally and in writing.

**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:

Completion of high school AND completion of a recognized five (5) -year Apprenticeship in the craft.

Experience:

Three (3) years of experience as a journeyman plumber.

License and Certification:

Possession of a valid California driver's license.

Substitution:

Additional qualifying journey level experience may be substituted for the required plumbing apprenticeship on a year-for-year basis.

**SUPPLEMENTAL INFORMATION**

**PROMOTIVE LINES**

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

**Title: Plumber  
Job Code: 7347**

**To: 7213 Plumber Supervisor I**

**ORIGINATION DATE:** 03/09/1961

**AMENDED DATE:** 10/27/16

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

**BUSINESS UNIT(S):** COMMN SFMTA SFCCD SFUSD