

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: March 2, 2017

Re: **Notice of Proposed Classification Actions – Final Notice No. 34 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 March 2, 2017.

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  
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:** 34  
**Fiscal Year:** 2016/2017  
**Posted Date:** 02/22/2017  
**Reposted Date:** N/A

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

Item #	Job Code	Title
1	7335	Senior Stationary Engineer
2	7205	Chief 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](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 Stephen Fu, Management Assistant, at (415) 701-5680 or by email at [Stephen.Fu@sfgov.org](mailto:Stephen.Fu@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: Senior Stationary Engineer  
Job Code: 7335**

**INTRODUCTION**

Under general direction, supervises the operation, maintenance and repair activities of a wide variety of pumping, heating, ventilating, air conditioning, refrigeration, and process machinery and equipment in a large complex facility or in a multi-faceted facility.

**DISTINGUISHING FEATURES**

The Senior Stationary Engineer supervises the work of subordinate staff and performs more complex and difficult duties. It is distinguished from the next lower class 7334 Stationary Engineer in that the latter is the journey level class of the series. Class 7335 Senior Stationary Engineer is distinguished from the next higher class 7205 Chief Stationary Engineer in that the incumbents in the latter class are responsible for the development, interpretation, coordination and enforcement of methods and procedures relative to the operation and maintenance of large physical plant installations.

**SUPERVISION EXERCISED**

Supervision includes local administrative control and work assignments of craft personnel on extended or temporary assignments. Craft general foremen will supervise their respective workmen in those matters pertaining to craft or trade techniques or methods.

**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. Supervises subordinate staff and personally participates in the operation, maintenance and repair of pumping, ventilating and heating equipment, including fans, pumps, air-conditioners and auxiliary equipment; maintains and repairs elevators and specialized kitchen, laboratory and laundry equipment and facilities.
2. Operates and maintains high pressure boilers, fans, pumps, refrigeration equipment, electrical generators, air compressors and various other mechanical and electrical plant machines and equipment; makes periodic inspections and tests of machinery and equipment to assure proper operation and determine the necessity for repair or maintenance; cleans, paints and lubricates plant machinery and equipment, as required; checks and repairs automatic temperature and humidity controls and replaces parts, as necessary; repairs and replaces switches and relays on control panels.
3. Supervises the operation of automatic and manually controlled purification and water treatment equipment, including pumps, motors, chemical feeders and filters to control the quality and regulate the flow of water through a treatment plant; conducts water analysis under general supervision to maintain water quality and proper chemical dosage in filtration plant.
4. Prepares shift schedules and work assignments for subordinate personnel; orders supplies, parts and equipment necessary for operation and maintenance activities; takes, records and computes various meter readings reflecting plant operations; answers emergency calls from

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**Title: Senior Stationary Engineer  
Job Code: 7335**

various locations or departments in connection with heating and ventilating machinery and equipment breakdowns or malfunctions; makes emergency repairs or alterations in such cases; instructs other operating personnel in the proper operation of boilers, fans, heating equipment and boiler feed water treatment.

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

Knowledge of: the methods and procedures necessary to the safe and efficient operation, maintenance and repair of mechanical and electrical plant machines, tools and equipment; a wide variety of pumping, heating, ventilating, air conditioning and process machinery; applicable shop practices and safety regulations.

Ability and Skill to: promote, establish and maintain effective working relationships with subordinate personnel, supervisors and management, and with members of the public, various suppliers, Regulatory Agencies and other City departments; prioritize, plan, assign, direct and inspect the activities of subordinate stationary engineers and craft personnel; operate motor vehicles with both automatic and manual automobile transmissions; clearly and effectively communicate orders and information; read, write and understand reports, memorandum, log information, manuals, blueprints and other written communications regarding plant activities; maintain plant operating records and prepare related reports; operate, repair and maintain a variety of pumping, heating, ventilating and similar type plant machinery and equipment.

**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 a recognized four (4) -year Stationary Engineer Apprenticeship program.

Experience:

One (1) year experience as a journey-level stationary engineer.

License and Certification:

Possession of a current Driver License

Universal Chlorofluorocarbon (CFC) certificate issued by the Federal Environmental Protection Agency for working with heating and ventilating equipment (HVAC) or other refrigeration equipment using CFCs and HCFCs.

Substitution:

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Any of the following may substitute for the required education and experience:

Five (5) years verifiable experience as a journey-level stationary engineer.

Graduation from recognized four-year Maritime Academy plus one year verifiable experience as a journey-level stationary engineer.

Possession of at least a 3rd Assistant Marine Engineer's License of any horsepower plus one year verifiable experience as an unrestricted licensed Marine Engineer for merchant vessels or one year verifiable experience shore side as a journey-level stationary engineer.

**SUPPLEMENTAL INFORMATION**

Special Requirement: Essential Functions require: considerable physical effort in the maintenance, repair and operation of plant machinery and equipment; the 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.

**PROMOTIVE LINES**

**To: 7205 Chief Stationary Engineer**

**From: 7334 Stationary Engineer**

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

**AMENDED DATE:** 03/01/1971; 03/03/1975; 07/28/1999; 03/06/00; 3/02/2017

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

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

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

**Title: Chief Stationary Engineer  
Job Code: 7205**

**INTRODUCTION**

Under general direction, is responsible for the operation and maintenance of pumping, heating and ventilating plant machinery and equipment in a large complex installation; directs the operation of a large and complex water filtration plant; plans, assigns and directs the activities of subordinate personnel engaged in plant maintenance and operation activities; and performs related duties as required.

Requires responsibility for: The development, interpretation, coordination and enforcement of methods and procedures relative to the operation and maintenance of large physical plant installations; making regular contacts with other departmental personnel, outside organizations and the general public in connection with plant maintenance and operation activities; preparing, checking and reviewing important and detailed operational records and reports. Supervision includes local administrative control and work assignments of craft personnel on extended or temporary assignments. Craft general foremen will supervise their respective workmen in those matters pertaining to craft or trade techniques or methods.

**DISTINGUISHING FEATURES**

The 7205 Chief Stationary Engineer is distinguished from the 7335 Senior Stationary Engineer in that the latter is a first-level supervisor, whereas the former is the second-level supervisor and is responsible for the development, interpretation, coordination and enforcement of methods and procedures relative to the operation and maintenance of large physical plant installations.

**SUPERVISION EXERCISED**

Supervises subordinate staff.

**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. Develops, directs and reviews preventative maintenance programs for all plant mechanical, electrical and auxiliary machinery and equipment; supervises the operation, maintenance and repair of large high pressure pumping systems, steam plants and similar in-pool appurtenances, such as chlorinating, filtering, purification and heating equipment.
2. Prepares work schedules and assigns duties to subordinate personnel; inspects and reviews maintenance and operation activities to assure conformance with instructions and existing standards.
3. Requisitions supplies, materials and parts necessary to maintenance and operation activities and assures that sufficient supplies are readily available; prepares specifications and estimates for equipment, supplies and the installation and repair of machinery and equipment.
4. May exercise work direction of various skilled craftsmen assigned to certain maintenance and

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**Title: Chief Stationary Engineer  
Job Code: 7205**

repair activities in and about plants; prepares and supervises the preparation of plant operating reports and records.

5. Assists in the development and advancement of subordinates through training and effective use of employee development program,

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

Knowledge of: The operation and maintenance requirements of a wide variety of pumping, heating, ventilating, air conditioning and related plant machinery and equipment and the tools, equipment, methods and techniques necessary to their proper care and operation; applicable safety codes and regulations.

Ability and Skill to: Plan, assign and direct the operation and maintenance activities of subordinate personnel; review, analyze and make recommendations relative to the betterment of plant operating and maintenance methods and procedures; deal tactfully and effectively with subordinate personnel, the general public and outside organizations; prepare and review plant operating records and prepare related reports.

**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:

Six (6) years of journey level Stationary Engineer experience in the maintenance repair and operation of a wide variety of mechanical and electrical pumping, heating, air conditioning, ventilating and related plant machinery and equipment found in a government establishment, water treatment plant, hospital, or industrial, production or commercial building, of which two (2) years of must have been in a supervisory capacity.

License and Certification:

A driver's license issued by the State of California Department of Motor Vehicles.

Possession of a Universal Chlorofluorocarbon (CFC) Certificate issued by the Federal Environmental Protection Agency for working with heating and ventilating equipment or other refrigeration equipment using CFCs and HCFCs.

**SUPPLEMENTAL INFORMATION**

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DEPARTMENT OF HUMAN RESOURCES**

**Title: Chief Stationary Engineer  
Job Code: 7205**

**PROMOTIVE LINES**

To: 7120 Buildings and Grounds Maintenance Superintendent

From: 7335 Senior Stationary Engineer

**ORIGINATION DATE:**

**AMENDED DATE:** 10/21/68; 3/3/75; 03/02/17

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

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