

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 31, 2017

Re: **Notice of Proposed Classification Actions – Final Notice No. 41 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 31, 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:** 41  
**Fiscal Year:** 2016/2017  
**Posted Date:** 03/21/2017  
**Reposted Date:** N/A

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

Item #	Job Code	Title
1	9343	Roofer

**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: Roofer  
Job Code: 9343**

**DEFINITION**

Under general supervision, the essential functions of a roofer are to maintain, repair and reroof a variety of roofs/structures as a member of a roofing crew.

**DISTINGUISHING FEATURES**

This is a journey-level class in the roofer series. It is distinguished from Job Code 9344 Roofer Supervisor in that the latter is responsible for supervising a crew of roofers.

**SUPERVISION EXERCISED**

None.

**EXAMPLES OF 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. Maintains, repairs and reroofs a variety of roofs by replacing broken slate, tile or shingle, applying additional layers of cap sheet over a built-up roof and removing old cap sheet/felt. Applies modified bitumen and one-ply systems.
2. Cleans and prepares roof surfaces and replaces with new roofing material when necessary.
3. Safely lifts and handles roofing materials such as asphalt, gravel, ply sheets, Torch On, and mineral surfaced cap sheets with a variety of handtools such as axes, razor knives, tin snips and flat bars.
4. Quarters asphalt plugs with an axe, placing asphalt in kettle and transporting hot asphalt in service buckets and high-boy or low-boy drums to designated areas.
5. Assembles, operates, and maintains equipment in a safe and proper manner such as hoists, cranes, asphalt kettles, ladders, brackets, planks and fall protection.
6. Secures equipment to ensure safety and prevent damage to buildings, equipment and supplies or prevent injury to personnel.
7. Waterproofs floors, bathrooms, showers, concrete slabs, planter boxes, and pilings to achieve a watertight seal.
8. Inspects existing roof surfaces (membranes, tile, etc.) for roof or systems failure as part of an on-going preventive maintenance program.
9. Drives city vehicles to work site and/or to pick up and transport equipment and supplies.

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

**Title: Roofer  
Job Code: 9343**

**KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of: Maintenance, repair and reroofing methods and procedures; purpose, use and care of roofing tools, materials and equipment; and safety methods and procedures required for roofing activities.

Ability and Skill to: Understand and follow oral instructions; communicate with supervisors, coworkers and the public; perform physical tasks requiring physical effort and dexterity such as working at considerable heights atop tall buildings, climbing ladders and lifting; carrying heavy roofing tools, heavy materials and equipment; and driving city vehicles; Use tools, materials, and equipment used to maintain, repair and reroof a variety of roofs of new and existing construction; *Ability to lift and carry materials weighing up to 110 pounds for distances up to 25 feet.*

**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 three and a half (3.5) years (42-month) Roofer apprenticeship program.

Experience:

Three and a half (3.5) years of experience as a journey-level roofer

License and Certification:

Possession of a valid Class C driver license.

Substitution:

Additional experience as described above may be substituted for the required apprenticeship on a year-for-year basis.

**SUPPLEMENTAL INFORMATION**

Nature of the work: requires performance of heavy work such as lifting, carrying, and moving tools, equipment and supplies weighing up to 110 pounds for distances up to 100 feet; constant bending, reaching, pulling, climbing, balancing, squatting, and crawling, at considerable heights and pitches often in adverse weather conditions.

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

**Title: Roofer  
Job Code: 9343**

**PROMOTIVE LINES**

To: 9344 Roofer Supervisor 1

**ORIGINATION DATE:** 9/5/57

**AMENDED DATE:** 7/02/04; 3/31/17

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

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