



Edwin Lee
Mayor

Micki Callahan
Human Resources Director

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

Date: August 26, 2016

Re: **Notice of Proposed Classification Actions –Final Notice No. 6 FY 15/16 (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 26, 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: 6
Fiscal Year: 2016/2017
Posted Date: 08/19/2016
Reposted Date: N/A

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

Item #	Job Code	Title
1	7245	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. 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: CHIEF STATIONARY ENGINEER, WATER TREATMENT PLANT
Job Code: 7245**

INTRODUCTION

Under direction, plans, assigns and directs the activities of subordinate personnel engaged in plant maintenance and operation activities in a water treatment plant; develops, interprets and coordinates and enforces methods and procedures relative to the operations and maintenance of a water treatment plant; interacts with other departmental personnel, outside organizations and the general public in connection with plant maintenance and operation activities; prepares, checks and reviews important and detailed operational records and reports; and may perform other duties as assigned.

DISTINGUISHING FEATURES

This is the supervisory level class within the Stationary Engineer, Water Treatment Plant series. It is distinguished from class 7343 Senior Stationary Engineer, Water Treatment Plant by its development of work procedures or recommendations consistent with directives, policies and regulations. It is distinguished from class 5148 Assistant Superintendent, Water Treatment Facilities by its responsibility for the day-to-day systems operations and review of multiple water treatment and filtration facilities.

SUPERVISION EXERCISED

Supervises subordinate personnel in the operation of water treatment equipment.

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. Assigns and directs the activities of subordinate personnel in a water treatment plant; instructs and supervises subordinate personnel in the operation of water treatment equipment, including pumps, motors, chemical feeders and filters to control the quality of water distributed for domestic use; supervises and review personnel performing water analysis to maintain water quality an proper chemical dosage in a filtration plant.
2. Reviews and evaluates plant performance to ensure compliance with state and federal standards; reviews all plant operating logs and prepares required operational reports.
3. Communicates with departmental personnel, regulatory agencies, outside vendors, other organizations and the public regarding operation and maintenance activities of the water treatment plants.
4. Makes recommendations regarding operational and maintenance work procedures including employee training and safety; may review plant modification plans prepared by others and make recommendations to appropriate managerial personnel.
5. Plans and coordinates and supervises the work to be performed by employees of other trades, crafts, divisions and contractors; initiates work orders, inspects and reviews completed work.

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

**Title: CHIEF STATIONARY ENGINEER, WATER TREATMENT PLANT
Job Code: 7245**

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Knowledge of: The machinery, equipment and operation of water treatment facilities and filtration plants; the operation and maintenance requirements of a wide variety of pumping, heating, ventilating and related plant machinery and equipment and the tools and equipment necessary for their proper care; applicable safety codes and regulations; bacteriological and chemical tests required at various phases of water treatment.

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; communicate tactfully and effectively with subordinate personnel and the general public and outside organizations; prepare and review plant operating records and prepare related reports. Considerable skill in: use of hand tools and maintenance and repair 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:

Experience:

Six (6) years of experience in the operation, maintenance and repair of mechanical and electrical machinery and equipment in a 10 million gallons per day (MGD) or larger water treatment/filtration plant, or water distribution system of which, two (2) years must have been in a supervisory capacity.

License and Certification:

1. Possession of a driver's license issued by the State of California Department of Motor Vehicles.
2. Possession of a Grade V Water Treatment Operator Certificate or Grade IV Water Distribution Operator Certificate issued by the State Water Resources Control Board. (For positions at City Distribution Division, a Grade IV Water Distribution Operator Certificate is required.)

Substitution:

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

**Title: CHIEF STATIONARY ENGINEER, WATER TREATMENT PLANT
Job Code: 7245**

SUPPLEMENTAL INFORMATION

Some physical effort is required in the operation, repair and maintenance of machinery and equipment including kneeling, crouching, stooping, squatting and crawling in the performance of important and essential duties. This also includes exposure to working conditions where the performance of duties requires working outdoors and with chemicals.

Upon appointment to Class 7245, employees may be required to take a State mandated respirator medical examination (renewed annually) and be clean-shaven for respirator and self-contained breathing apparatus use. Employees may be required to pass CPR training annually and first aid training tri-annually.

PROMOTIVE LINES

From: 7343 Senior Stationary Engineer, Water Treatment Plant

ORIGINATION DATE: 07/27/1994

AMENDED DATE: 08/26/16

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

BUSINESS UNIT(S): COMMN SFMTA SFCCD SFUSD