

**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:** 37  
**Fiscal Year:** 2016/2017  
**Posted Date:** 02/23/2017  
**Reposted Date:** N/A

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

Item #	Job Code	Title
1	7254	Automotive Machinist Supervisor I

**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  
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

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

**Title: Automotive Machinist Supervisor I  
Job Code: 7254**

**DEFINITION**

Under direction, this position supervises a group of skilled automotive machinists in connection with major overhaul and reconditioning of all types of automotive, heavy truck and off-road equipment. ~~The essential functions of this position are planning and coordinating work assignments of automotive machinists; supervising automotive machinists and mechanics; inspecting shop equipment, machinery and facilities to assure proper maintenance and cleanliness; preparing drawings and sketches in connection with the fabrication of tools and safety devices for machine shop use; requisitioning supplies, parts and shop equipment; maintaining inventory records to ensure proper quality and quantity; preparing cost estimates on work orders and repairs; training and development of subordinate staff and performing related duties as assigned.~~

**DISTINGUISHING FEATURES**

The 7254 Automotive Machinist Supervisor I is distinguished from the 7315 Automotive Machinist Assistant Supervisor in that the former performs more complex and difficult duties and supervises a larger group of automotive machinists and mechanics.

**SUPERVISION EXERCISED**

Supervises a group of skilled automotive machinists ~~and~~, heavy duty mechanics and other subordinate staff.

**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. Plans and coordinates work assignments for group of automotive machinists engaged in disassembling, overhauling, repairing and installing mechanical, electrical and hydraulic assemblies in heavy duty and off-road equipment, using hand, power and machine tools including lathes, grinders, hydraulic and drill presses and welding equipment.
2. Supervises work activities of automotive machinists; inspects and reviews work in progress and completed work to assure conformance with instructions and standard machine shop practices.
3. Inspects and reviews work in progress and completed work to ensure conformance to standard procedure.
4. Inspects shop equipment, machinery and facilities to assure proper maintenance and cleanliness.
5. Prepares drawing and sketches in connection with the fabrication of tools and safety devices for machine shop use.

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6. Requisitions supplies, parts and shop equipment. Maintains inventory records to ensure proper quality and quantity.
7. Prepares cost estimates on work orders and repairs.
8. Trains and develops subordinate staff.

**KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of: Principles, methods, materials, tools and equipment used in machine shop work; various metals and their characteristics and methods of cutting and machining them; machine shop safety devices and precautions.

Ability and Skill to: Plan, assign and supervise the activities of subordinate craftsmen; maintain shop operating records and prepare related reports; prepare drawings and sketches in connection with machine shop work.

**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:

**High school diploma or equivalent (G.E.D. or High School Proficiency Examination)**

Experience:

Five years of journey level experience as an automotive machinist or heavy duty mechanic;  
AND  
One year of experience supervising automotive machinists or heavy duty mechanics.

**A combination of journey-level experience and/or four (4)-year apprenticeship training as an automotive machinist or heavy-duty mechanic totaling eight (8) years, in which the major duties were disassembling, repairing, overhauling and installing mechanical, electrical and hydraulic assemblies in heavy duty and off-road vehicles and power-driven equipment; two (2) years of this experience must have been in a supervisory capacity.**

License and Certification:

Possession of a valid Class C **(or III)** driver's license.

**Eligible to obtain a Class B (or II) driver license and Medical Certificate at the time of appointment.**

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Substitution:

**SUPPLEMENTAL INFORMATION**

~~Essential duties require the following physical skills and work environment: frequent exposure to working conditions in which minor injuries may occur.~~

**Nature of work: involves some physical effort and considerable dexterity in the use of the fingers, limbs and body; continuous exposure to physical and working conditions where minor injuries may occur. May be required to work nights, weekends and/or holidays.**

**Some positions may require possession of a Class A (or I) driver license with Medical Certificate.**

**PROMOTIVE LINES**

From: 7315 Automotive Machinist Assistant Supervisor

**ORINATION DATE:** 06/22/1961

**AMENDED DATE:** 7/1/77 (Retitled); 09/02/99; **02/XX/17**

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

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