



Edwin Lee  
Mayor

Micki Callahan  
Human Resources Director

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

Date: March 30, 2016

Re: **Notice of Proposed Classification Actions –Final Notice No. 75 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 March 30, 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 Support Services  
Micki Callahan, DHR  
Michael Brown, CSC  
Sandra Eng, CSC  
Maria Newport, 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:** 75  
**Fiscal Year:** 2015/2016  
**Posted Date:** 03/21/2016  
**Reposted Date:** N/A

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

Item #	Job Code	Title
1	7458	Switch Repairer

**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) 557-4965 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>.

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

**Title: Switch Repairer  
Job Code: 7458**

**INTRODUCTION**

Under general supervision, maintains, cleans, oils, and adjusts a variety of track switches, safety latches, turntables, diamonds, connecting rods and floating heel blocks; replaces switch points, connecting rods, mechanisms, springs, nuts and bolts for surface, subway, and Cable Car railway track.

**DISTINGUISHING FEATURES**

The 7458 Switch Repairer is distinguished from the 7251 Track Maintenance Worker Supervisor I in that the latter performs more complex and difficult duties and supervises a group of track maintenance workers and switch repairers.

**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. Cleans and lubricates all moving parts of track switches and cleans out drains and channels in switch boxes.
2. Adjusts, repairs and/or replaces defective or worn out parts of switches to assure their proper working order.
3. Inspects electrical and manual track switches throughout the railway system including LRV surface, subway track, and cable car systems on a daily basis to ensure switches are operating correctly.
4. Drives a truck to and from switch locations throughout the City in order to inspect and repair switches.
5. Maintains a safe work environment at the location of the switch repair work by placing warning cones for traffic and parking truck in proper place as well as wearing safety jackets, shoes, etc.
6. Maintains inventory of supplies for repair and/or replacement of switches and notifies appropriate person when supplies are low.
7. Keeps a maintenance log of all sites inspected and all parts used in order to have an accurate record of all maintenance and preventive maintenance work on switches.
8. Writes incident and defect reports for parts and job site accidents reports.

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

**Title: Switch Repairer  
Job Code: 7458**

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

Knowledge of: basic electrical theory; the proper use and care of basic hand tools; and safety procedures and the proper use of safety equipment and gear.

Ability and Skill to: maintain, inspect, service and repair mechanical components necessary for switch repair work; lift 90 pound sacks of sand; lift switch points (with assistance which weigh up to 200 pounds) and other heavy equipment; speak in an understandable manner and understand verbal and written instructions; communicate in writing in order to prepare forms, logs, and reports; and drive a truck.

**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:

Two (2) years of verifiable experience in the maintenance, inspection and repair of railway tracks, of which one (1) year of experience must have been maintaining and repairing track switches.

License and Certification:

Possession of a valid Class C driver license.

Substitution:

**SUPPLEMENTAL INFORMATION**

Nature of work: requires exposure to adverse weather conditions, such as rain, cold, dirt and dust; lifting and carrying heavy equipment such as beams and switches weighting up to 200 pounds with assistance, and equipment and materials weighing up to 90 pounds. Employees may be required to work any shift, rotating shifts, weekends and holidays.

**PROMOTIVE LINES**

To: 7251 Track Maintenance Worker Supervisor I

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

**Title: Switch Repairer  
Job Code: 7458**

From: 7540 Track Maintenance Worker

**ORIGINATION DATE:** 05/07/1973

**AMENDED DATE:** 06/04/2002; 03/30/2016

**REASON FOR AMENDMENT** *To accurately reflect the current tasks, knowledge, skills and abilities defined in the most recent job analysis conducted for this job code.*

**BUSINESS UNIT(S):** SFMTA