

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 30, 2016

Re: **Notice of Proposed Classification Actions –Final Notice No. 76 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 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 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:** 76  
**Fiscal Year:** 2015/2016  
**Posted Date:** 03/22/2016  
**Reposted Date:** N/A

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

Item #	Job Code	Title
1	7319	Electric Motor 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: Electric Motor Repairer  
Job Code: 7319**

**INTRODUCTION**

Under general supervision, the Electric Motor Repairer performs skilled electrical and mechanical work in the maintenance and repair of a variety of electric motors, generators, appliances, power tools, control auxiliaries and related electrical components.

**DISTINGUISHING FEATURES**

The Electric Motor Repairer job code is the journey level class in this series. It is distinguished from job code 7256 Electric Motor Repair Supervisor I, in that the latter is the supervisory level.

**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. Maintains and repairs a variety of electric motors and other electrical devices, equipment, and machinery such as D.C. and A.C. single and three-phase motors, switches, controls, power tools, heaters, testing equipment, magnetic contactors, motor generators, and other related electrical equipment.
2. Inspects, diagnoses, tests, repairs and/or rebuilds parts and equipment such as motors, generators, switches, control panels, contactors, batteries, etc.
3. Rewinds stators, armatures and coils in AC and DC electric motors, generators and equipment.
4. Cleans parts, tools, and equipment during the course of repair and performs routine tasks with appropriate cleaning materials/equipment.
5. Reads maintenance manuals, schematic drawings and plans such as machine specifications, blue prints and layout work.
6. Drives other non-revenue vehicles as required.

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

Knowledge of: electrical theory necessary for the service and repair of a variety of electric motors and other electrical devices such as generators, contactors, appliances, and tools, including the knowledge of operating function of a motor's parts in relation to each other, such as the armature, commutator, coils, brushes and windings; materials used in electrical component repair, such as fiber, phenolic, glastic, magnetic & regular copper wire, sleeving,

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DEPARTMENT OF HUMAN RESOURCES**

**Title: Electric Motor Repairer  
Job Code: 7319**

fiber glass, rubber and cloth tapes, epoxy, brass, steel, and/or aluminum parts; safety rules and regulations required to perform the job in a safe manner including all applicable departmental safety policies and procedures and understanding of the Safety Data Sheet.

Ability and Skill to: understand and interpret schematics, drawings, blueprints, layout work and the form and measurements indicated on equipment and/or parts drawing specification; use hand, pneumatic, portable power and machine tools in a safe, effective and proficient manner; safely use oxy-acetylene torches, megger, search tester, high potential tester, Bar to Bar tester and other test equipment; safely use cleaning equipment; verbally communicate messages, instructions, directions and other ideas with supervisors and/or co-workers in a clear, logical and concise manner; comprehend written materials; write job reports in a clear, concise and accurate manner; interact courteously with co-workers, supervisors and other departmental personnel sometimes under pressure.

**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:

Four years of verifiable experience as a journey-level electric motor repairer, where duties included the electrical and mechanical repair of all types of motors, motor-generators, coils, stator and armature windings, and troubleshooting control circuitry and related devices.

License and Certification

Possession of a valid Class C driver license.

Substitution:

Completion of two (2) full years of a recognized four (4) year apprenticeship program in electric motor winding repair may be substituted for up to one (1) year of the experience as described above.

Completion of a recognized four (4) year apprenticeship program in electric motor winding repair may be substituted for up to three (3) years of the experience as described above.

**SUPPLEMENTAL INFORMATION**

Nature of work: requires physical effort and dexterity in the use of fingers, limbs and body; and working with high voltage equipment. May also involve possible exposure to dust and chemical fumes, which may require wearing of a respirator and other personal protective equipment; and

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working in inclement weather and conditions where minor injuries may occur.

**PROMOTIVE LINES**

To: 7256 Electric Motor Repair Supervisor I

**ORIGINATION DATE:** 7/1/1977

**AMENDED DATE:** 5/29/2014; 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