

**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:** 07  
**Fiscal Year:** 2016/2017  
**Posted Date:** 08/25/2016  
**Reposted Date:** 09/30/2016

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

Item #	Job Code	Title
1	7213	Plumber 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 Victor H Vallejo, Clerk, at (415) 701-5680 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>.

**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

CITY AND COUNTY OF SAN FRANCISCO  
DEPARTMENT OF HUMAN RESOURCES

Title: Plumber Supervisor I  
Job Code: 7213

## INTRODUCTION

Under direction, plans, assigns and supervises work of journeyman plumbers engaged in maintenance and repair work in water, sewer and other plumbing systems and performs related duties as required.

Requires responsibility for: explaining and enforcing existing plumbing methods and procedures; makes frequent public contact with departmental personnel; prepares operating reports and records on various phases of plumbing maintenance.

## DISTINGUISHING FEATURES

The 7213 Plumber Supervisor I is the first supervisory level in the Plumbing series. It is distinguished from the Plumber by its supervisory responsibility. It is distinguished from the 7239 Plumber Supervisor II in that the latter supervises the former.

## SUPERVISION EXERCISED

Exercises supervision over subordinate plumbing staff.

## 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. Plans, assigns and supervises work of plumbers on maintenance, and repair, remodel jobs, new construction sites at various locations; coordinates work with other trades involved in the work.
2. Makes estimates regarding the amount of labor and materials needed for various jobs under his supervision .
3. Identifies issues; solves problems Controls and takes appropriate action in relation to coordinates plumbing jobs in a timely manner under his direction.
4. Inspects and evaluates that work is completed correctly, performed, keeps records of on time and in compliance with codes work performed and regulations equipment and materials used.
56. Takes necessary steps to requisition Purchases materials required for inventory and supplies needed the installation of on various plumbing jobs projects. Picks up and delivers special materials when necessary.
67. Attends Plans and coordinates safety meetings, schedules training for Personal Protective Equipment (PPE); enforces work procedures and performs safety inspections; makes necessary investigations and reports on accidents that occur in work projects under his

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~~supervision.~~

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

~~Knowledge of: Requires superior knowledge of: the methods, materials, machinery, tools and equipment~~ **used in water, sewer and other plumbing systems** of plumbing trade; **of existing safety codes, ordinances and regulations related to the trade** and practices applicable to plumbing work

~~Ability and Skill to:~~ **to supervise, monitor and evaluate subordinate personnel, including ability to counsel and discipline; to calculate and prepare estimates of materials and labor;** requires ability to get along with others; ability to communicate and listen and gain cooperation of journeymen under his direction; **to interact, establish, maintain effective and cooperative working relationships with others; to communicate clearly and concisely, both orally and in writing; to use a computer and utilize applicable computer software associated to the 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:

~~Requires c~~ Completion of high school, supplemented by ~~a~~ **AND** completion of a recognized apprenticeship in the craft.

Experience:

Five **(5)** years of **journey level plumbing** experience as a journeyman plumber in building trades.

License and Certification:

**Possession of a valid California driver's license.**

Substitution:

**Additional qualifying journey level plumbing experience may be substituted for the required plumbing apprenticeship on a year-for-year basis.**

**SUPPLEMENTAL INFORMATION**

CITY AND COUNTY OF SAN FRANCISCO  
DEPARTMENT OF HUMAN RESOURCES

**Title: Plumber Supervisor I**  
**Job Code: 7213**

Nature of work often involves some physical effort requiring walking and standing, frequent, exposure to hazardous environments and disagreeable elements where injuries may be encountered.

**PROMOTIVE LINES**

To : 7239 Plumber Supervisor II  
From: 7347 Plumber

**ORIGINATION DATE:** 07/06/1967

**AMENDED DATE:** 07/01/1977 (Retitled); 09/xx/16

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

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