



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

Date: February 9, 2018

Re: **Notice of Proposed Classification Actions – Final Notice No. 10 FY 17/18 (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 February 9, 2018.

Micki Callahan  
Human Resources Director

by: \_\_\_\_\_  
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  
Theresa Kao, 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:** 10  
**Fiscal Year:** 2017/2018  
**Posted Date:** 09/29/2017  
**Reposted Date:** 02/01/2018

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

Item #	Job Code	Title
1	7388	Utility Plumber
2	7250	Utility Plumber Supervisor I
3	7284	Utility Plumber Supervisor II

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

**Title: Utility Plumber  
Job Code: 7388**

**DEFINITION**

Under general supervision, performs skilled plumbing work in the installation, maintenance and repair of water mains, pipes, meters, fire hydrants and hydrant leads. This is a journey-level class in the utility plumber series.

**DISTINGUISHING FEATURES**

The 7388 Utility Plumber is distinguished from the next higher class 7250 Utility Plumber Supervisor I in that the incumbents in the latter class are responsible for organizing and supervising the activities of subordinates.

**SUPERVISION EXERCISED**

**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. Installs new water services and mains or replaces or relocates services with copper, cast iron, wrought iron, plastic, or steel pipes and bronze, copper or galvanized fittings; drills and taps water mains.
2. Locates and repairs underground and surface leaks on service pipes and water mains; makes repairs under water pressure, using various methods; installs, changes, removes and makes field repairs to water meters; sets meters and meter boxes in conformity with established sidewalk grades; installs, relocates or changes temporary water mains and makes necessary alterations to water services and meters; removes meters and conducts flow and pressure tests.
3. Cleans and maintains traps; repairs gate valves; changes broken or worn spindles; repacks glands; assists in the operation of gate valves; checks air valves when filling mains; repairs leaks in cast iron mains using leak clamp for minor breaks, or in the case of large breaks, cuts out and removes broken section and installs new section; installs necessary piping and sets recording chart meters or registers on water mains and meters; recaulks joints on new and old mains; lays out and installs new mains and pertinent fittings.
4. Oversees a small crew of semi-skilled and unskilled helpers in the performance of various maintenance activities or installations of new services; oversees and assists in the excavation

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

**Title: Utility Plumber  
Job Code: 7388**

and backfilling of trenches, the disinfection and flushing of mains and fittings and the setting up and operating of various equipment necessary to maintenance and installation activities.

5. Inspects, services, repairs and replaces defective parts of high and low pressure fire hydrants; makes needed repairs in the field when possible or removes hydrants for shop repair; operates, inspects and makes repairs to high and low pressure gate valves; caulks joints using suitable caulking materials and tools; paints fire hydrants; rebuilds hydrant bodies, inspects the installation and alteration of high pressure mains and hydrant leads; tests, inspects and services building standpipes; inspects, makes repairs to and fills fire cisterns; makes repairs and adjustments to high pressure recorders; inspects, services, repairs and replaces defective parts of reservoirs and tanks; may perform incidental maintenance or installation of inside plumbing when required.

**KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of: the methods, tools, equipment and supplies used in the installation, servicing, repair and replacement of water mains, service pipes and connections, fire hydrants and other water supply installations.

Ability and Skill to: carry out duties according to instructions and use good judgment in making unsupervised or emergency repairs; cooperate with other employees in the performance of duties and supervise and inspect the work of subordinates.

**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:

Completion of the recognized program of the United Association of Journeymen and Apprentices of the Plumbing and Pipefitting Industry of the United States and Canada -- City and County of San Francisco Utility Plumber Apprenticeship program in Class 7463/7464.

Experience:

License and Certification: Possession of a valid California driver license.

Substitution:

Completion of a recognized five (5) year plumber's apprenticeship program and three (3) years

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

**Title: Utility Plumber  
Job Code: 7388**

of journey-level experience working with water mains, pipes, hydrants and services for a water utility may be substituted for the completion of the City and County of San Francisco Utility Plumber Apprenticeship.

Additional journey-level experience working with water mains, pipes, hydrants and services for a water utility may substitute for the completion of a recognized plumber's apprenticeship program on a year-for-year basis.

**SUPPLEMENTAL INFORMATION**

**PROMOTIVE LINES**

To: 7250 Utility Plumber Supervisor I

From: 7464 Utility Plumber Apprentice II

**ORIGINATION DATE:** 3/18/1968

**AMENDED DATE:** 7/1/1977 (retitled); 5/30/14; 2/09/18

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

**BUSINESS UNIT(S):** COMMN

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

**Title: Utility Plumber Supervisor I  
Job Code: 7250**

**DEFINITION**

Under general supervision, is responsible for organizing and supervising the activities of subordinates engaged in performing a wide variety of maintenance operations of water supply and distribution lines and facilities. The 7250 Utility Plumber Supervisor I is the first-level supervisor in the Utility Plumber series.

**DISTINGUISHING FEATURES**

The 7250 Utility Plumber Supervisor I is distinguished from the lower job code 7388 Utility Plumber in that the latter performs at the journey level with no supervisory responsibility. The 7250 Utility Plumber Supervisor I is distinguished from the higher job code 7284 Utility Plumber Supervisor II in that the latter is the second-level supervisor with responsibility for organizing, planning and directing a wide variety of maintenance operations on water transmission and distribution lines and facilities.

**SUPERVISION EXERCISED**

Supervises subordinate personnel including apprentice and journey-level Utility Plumbers.

**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. Supervises a group of workers engaged in performing various skilled operations normally performed by utility plumbers, welders, carpenters, and others engaged in laying water supply and distribution lines and installing appurtenances, valves, meters and fittings. Insures the adherence to rigid time schedules when water is shut off in order to give maximum service to consumer.
2. Supervises groups of skilled and semi-skilled workers in making repairs to and painting buildings, structures and appurtenances; also to wooden trestles and bridges, road culverts; supervises repair of large diameter pipe line surfaces, including preparation for painting and the application of protective coatings.
3. Responds to complaints or emergencies arising in connection with the use, operation and maintenance of the water distribution system which necessitate prompt observation and determination and action; determines locations of valves related to each situation; makes

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

**Title: Utility Plumber Supervisor I  
Job Code: 7250**

shutdowns and later restores mains to service with regard to installations of new mains, repairs to existing mains, fire hydrant connections and large domestic fire sprinkler services.

4. Maintains and uses a main pipe and gate valve record book consisting of detailed drawings of the main pipe and gate valve system, coded by various symbols and colors, to denote and identify various important aspects; consults records before operating any valves.

5. Regulates water supply from various distribution reservoirs and in individual pressure districts by operating necessary valves.

6. Makes initial investigations to complaints involving water leaks, poor pressure, no water, holes in sidewalk or street; determines action necessary for making immediate repairs or dispatching service crews to the scene.

7. Keeps accurate records of time and work performed, equipment and materials used or recovered, and exact location of installations.

8. Responds to second and greater alarms of fire to regulate flow of water, as directed.

**KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of: the construction, operation, and maintenance of waterworks systems; the locations of mains and control valves and fittings in the distribution system; system locations and facilities, both in the outlying watersheds and local distribution districts; industrial safety fundamentals practiced in waterworks construction, operation, and maintenance.

Ability and Skill to: efficiently organize the supervise groups of workers in a wide variety of maintenance projects and operations; communicate with the general public and obtain compliance with rules, regulations, and procedures concerning emergency shutdowns.

**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:**

Completion of the recognized program of the United Association of Journeymen and Apprentices of the Plumbing and Pipefitting Industry of the United States and Canada -- City and County of San Francisco Utility Plumber Apprenticeship program in Class 7463/7464.

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

**Title: Utility Plumber Supervisor I  
Job Code: 7250**

Experience:

Three (3) years of journey-level experience working with water mains, pipes, hydrants and services for a water utility.

License and Certification:

Possession of current Grade II Water Distribution Operator Certificate (WDO) issued by the California State Water Resources Control Board.

Possession of a valid California driver license.

Substitution:

Completion of a recognized five (5) year apprenticeship program in plumbing, utility plumbing or pipe welding and three (3) additional years of journey-level experience working with water mains, pipes, hydrants and services for a water utility may be substituted for the completion of the City and County of San Francisco Utility Plumber Apprenticeship.

Additional experience as described above may be substituted for the required apprenticeship on a year-for-year basis.

**SUPPLEMENTAL INFORMATION**

Upon appointment to Class 7250, employees will be required to obtain a minimum of a Grade III Water Distribution Operator Certificate within eighteen (18) months of appointment.

**PROMOTIVE LINES**

To: 7284 Utility Plumber Supervisor II

From: 7388 Utility Plumber

**ORIGINATION DATE:** 1/7/65

**AMENDED DATE:** 7/1/1977 (retitled); 02/09/18

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

**BUSINESS UNIT(S):** COMMN



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

**Title: Utility Plumber Supervisor II  
Job Code: 7284**

**DEFINITION**

Under direction, supervises several utility foremen in organizing, planning and directing the activities of skilled and semi-skilled workers engaged in performing a wide variety of maintenance operations on water supply and distribution lines and facilities, including overall care and maintenance of watershed and reservoir properties, structures, buildings and facilities. The 7284 Utility Plumber Supervisor II is the second-level supervisor in the Utility Plumber series.

**DISTINGUISHING FEATURES**

The 7284 Utility Plumber Supervisor II is distinguished from the lower job code 7250 Utility Plumber Supervisor I in that the latter is the first-level supervisor with responsibility for the activities of subordinates engaged in performing a wide variety of maintenance operations of water supply and distribution lines and facilities.

**SUPERVISION EXERCISED**

Supervises subordinate personnel including first-level Utility Plumber supervisors.

**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. Supervises a wide variety of maintenance operations on water supply and distribution lines and facilities, including reservoirs, buildings and structures, equipment, dams, pipe lines, fire trails, fences, tunnels, shafts, ditches, flumes and aqueducts.
2. On the basis of work orders received, plans deployment of personnel and equipment to best advantage; through a number of foremen assigns work crews and craftsmen to particular tasks; also, helpers and laborers to various crews; assigns available equipment to various projects depending upon requirements and priority of need.
3. Instructs foremen as to the manner in which each particular project is to be carried out; visits projects and inspects progress and quality of work; checks on locations where other utilities are likely to interfere with department's facilities to assure proper clearance in order to avoid possible accident and damage; visits other construction jobs to give contractors specific

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

**Title: Utility Plumber Supervisor II  
Job Code: 7284**

locations of department's facilities.

4. Investigates complaints of leaks, reports of encroachments and various nuisances; takes necessary action to remedy situations.

5. Confers with superiors on matters of policy and planning for fixture maintenance projects; recommends certain projects deemed necessary based on personal knowledge and field observations.

6. Assists in the development and advancement of subordinates, through training and effective use of employee development program.

**KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of: various waterworks construction and maintenance operations as related to a wide variety of water supply and distribution activities and facilities, both in the outlying watersheds and urban areas.

Ability and Skill to: efficiently organize and direct foremen and groups of workers in a wide variety of maintenance projects and operations.

**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:

Completion of the recognized program of the United Association of Journeymen and Apprentices of the Plumbing and Pipefitting Industry of the United States and Canada -- City and County of San Francisco Utility Plumber Apprenticeship program in Class 7463/7464.

Experience:

Six (6) years of journey-level experience working with water mains, pipes, hydrants and services for a water utility, of which three (3) years must have been in a supervisory capacity, supervising activities of subordinates working with water mains, pipes, hydrants and services for a water utility.

License and Certification:

Possession of a current Grade III Water Distribution Operator Certificate (WDO) issued by the

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

**Title: Utility Plumber Supervisor II  
Job Code: 7284**

California State Water Resources Control Board.

Possession of a valid California driver license.

Substitution:

Completion of a recognized five (5) year apprenticeship program in plumbing, utility plumbing or pipe welding and three (3) additional years of journey-level experience working with water mains, pipes, hydrants and services for a water utility may be substituted for the completion of the City and County of San Francisco Utility Plumber Apprenticeship.

Additional experience as described above may be substituted for the required apprenticeship on a year-for-year basis.

**SUPPLEMENTAL INFORMATION**

Upon appointment to Class 7284, employees will be required to obtain a minimum of a Grade IV Water Distribution Operator Certification within eighteen (18) months of appointment.

**PROMOTIVE LINES**

From: 7250 Utility Plumber Supervisor I

**ORIGINATION DATE:**

**AMENDED DATE:**

7/1/1977 (retitled); 02/09/18

**REASON FOR AMENDMENT:**

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

**BUSINESS UNIT(S):**

COMMN