



Edwin Lee
Mayor

Micki Callahan
Human Resources Director

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

Date: May 29, 2014

Re: **Notice of Proposed Classification Actions –Final Notice No. 32 FY 13/14 (copy attached).**

Pursuant to completion of discussion with Local 6 regarding this classification action, the classification action contained in the above referenced notice became effective May 29, 2014.

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 Manager
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
Jennifer Johnston, CSC
Sandra Eng, CSC
Linda Cosico, DHR
Maria Newport, SFERS
Risa Sandler, Controller/Budget Division
Devin Macaulay, Controller/ Budget Division
Theresa Kao, Controller/ Budget Division
Chris Trenchel, 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: 32
Fiscal Year: 2013/2014
Posted Date: 03/27/14
Reposted Date: 05/16/14

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

Item #	Job Code	Title
1	7319	Electric Motor Repairer

For additional information regarding this proposed classification action, please contact Cathy Abela, Senior Personnel Analyst, at (415) 557-4926 or by email at Cathy.Abela@sfgov.org.

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. 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 effected parties.

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

DEFINITION

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

EXAMPLES OF MAJOR, IMPORTANT AND ESSENTIAL DUTIES

According to Civil Service Commission Rule 109 and 409, the duties specified below are representative of the range of duties assigned to this job code and are not intended to be an inclusive list. Duties in the job code vary depending on the assignment.

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 windings in stators, armatures and coils in AC and DC electric motors and equipment.
4. Cleans parts, tools, and equipment during the course of repair and performs routine tasks with appropriate cleaning materials/equipment.
5. Reads schematic drawings and plans such as machine specifications, blue prints and layout work.
6. Drives forklifts and other non-revenue vehicles as required.
7. Performs other related duties as needed.

IMPORTANT AND ESSENTIAL KNOWLEDGE, 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, spaghetti sleeving, 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 Material Safety Data Sheet , (MSDS).

Ability to: understand and interpret 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; 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,

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

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

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.

EXPERIENCE AND TRAINING

1. 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 and equipment, coil, stator and armature windings, and troubleshooting control circuitry and related devices; **OR**

2. Three years of verifiable experience as a journey-level electric motor repairer, where duties included the electrical and mechanical repair of all types of motors and equipment, coil, stator and armature windings, and troubleshooting control circuitry and related devices; **AND** Completion of two full years of a recognized four-year apprenticeship program in electric motor shop mechanics (armature winding); **OR**

3. One year of verifiable experience as a journey-level electric motor repairer, where duties included the electrical and mechanical repair of all types of motors and equipment, coil, stator and armature windings, and troubleshooting control circuitry and related devices. **AND** Completion of a recognized four-year apprenticeship program in electric motor shop mechanics (armature winding).

LICENSE AND CERTIFICATE

Possession and maintenance of a valid Class C driver license.

PROMOTIVE LINE(S)

To: 7256 Electric Motor Repair Supervisor I
From: Original Entrance Examination

AMENDED DATE: Retitled: 7/1/1977; 5/29/2014

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): COMMN, SFMTA