



Edwin Lee
Mayor

Micki Callahan
Human Resources Director

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

Date: June 14, 2012

Re: **Notice of Proposed Classification Actions –Final Notice No. 40 FY 2011/2012 (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 June 14, 2012

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 Manager
Human Resources

cc: All Employee Organizations
All Departmental Personnel Officers
DHR – Employee Relations Unit
DHR – Class and Comp Unit
DHR – Recruitment and Assessment Unit
DHR – Support Services
Micki Callahan, DHR
Anita Sanchez, CSC
Linda Cosico, DHR
Maria Newport, SFERS
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: 40
Fiscal Year: 2011/2012
Posted Date: 03/14/2012
Reposted Date: N/A

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

Item #	Job Code	Title
1	7381	Auto Mechanic
2	7382	Auto Mechanic Assistant Supervisor

For additional information regarding this proposed classification action, please contact Christina Penland, Senior Classification and Compensation Analyst, at (415) 557-4848 or by email at Christina.Penland@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>.

cc: All Employee Organizations
All Departmental Personnel Officers
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**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**

**Title: Automotive Mechanic
Job Code: 7381**

INTRODUCTION

Under general supervision, the Automotive Mechanic performs skilled mechanical work in the maintenance, repair and overhaul of automotive diesel, hybrid, and alternative fuel equipment. .

DISTINGUISHING FEATURES

Positions allocated to the 7381 Automotive Mechanic job code function as journey- level mechanics. Positions in this job code are distinguished from those in the 7382 Automotive Mechanic Assistant Supervisor job code in that the latter function as first- line supervisors.

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, repairs and overhauls a variety of mechanical equipment.
2. Maintains, removes, repairs, overhauls, installs and tunes engines.
3. Maintains, repairs, overhauls, adjusts, installs and calibrates automotive, diesel, hybrid and alternative fuel vehicle fuel systems.
4. Maintains and installs lighting circuits and auxiliary actuating circuits.
5. Maintains, repairs, overhauls and adjusts vehicle brake systems, vehicle cooling systems, vehicle chassis, wheel, suspension, and articulated bus suspension systems.
6. Operates shop equipment and machine tools.
7. Troubleshoots equipment problems.
8. Makes road calls.
9. Completes paper and electronic forms and keeps records on work performed, time and parts used.
10. Performs related duties and responsibilities as assigned.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

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

**Title: Automotive Mechanic
Job Code: 7381**

Knowledge of: automotive, diesel, hybrid and alternative fuel equipment and parts, including knowledge of engines, drive trains, fuel systems, electrical systems, heating and ventilation systems, computer systems, cooling systems, hydraulic systems and brake systems; preventive maintenance; safe work practices and conditions, safety equipment and safety manuals.

Skill to: use shop tools and equipment.

Ability to: maintain, repair, overhaul, adjust, install and check a variety of automotive, diesel, hybrid and alternative fuel equipment; identify tools and shop equipment; read and understand electrical schematics, manuals, and other information; troubleshoot malfunctions in automotive, diesel, hybrid and alternative fuel equipment and determine repair requirements; understand instructions and communicate effectively with others; fill out forms and keep records; and interact with others in a professional manner.

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 a formal four (4) year apprenticeship program; OR

Completion of an automotive mechanic training program, equivalent to a four (4) year apprenticeship, from an accredited college, vocational or technical school which results in the issuance of a degree or certificate.

Experience:

Two (2) years of journey-level experience in the maintenance and repair of automotive, transit, diesel, hybrid or alternative fuel vehicles.

Substitution:

Four (4) years of non-journey level experience in a full service repair facility maintaining and repairing automotive, transit, diesel, hybrid or alternative fuel vehicles can substitute for the four (4) years of education/training on a year-for-year basis. Individual classes may not be substituted for apprenticeship training or non-journey level experience.

LICENSE AND CERTIFICATION

Possession of a valid California Class C driver's license.

Some positions may require obtaining a Class A or Class B driver license within six (6) months of appointment.

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

**Title: Automotive Mechanic
Job Code: 7381**

SUPPLEMENTAL INFORMATION

Other Requirements: Some positions require considerable physical effort to perform mechanical tasks on top of, under, inside and around equipment. May be exposed to potentially hazardous work conditions, and adverse weather and work conditions such as rain, cold, dirt and dust. May be assigned to work any shift including weekends and holidays.

PROMOTIVE LINES

To: 7382 Automotive Mechanic Assistant Supervisor

From: Entrance Examination

ORIGINATION DATE: 07/01/1977

AMENDED DATE: 10/31/2002, Amended: 06/14/2012

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

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

**Title: Automotive Mechanic Assistant Supervisor
Job Code: 7382**

INTRODUCTION

Under direction, the Automotive Mechanic Assistant Supervisor performs, as well as directs the work of subordinate personnel engaged in the maintenance, repair and overhaul of automotive, diesel, hybrid and alternative fuel equipment.

DISTINGUISHING FEATURES

Positions allocated to the 7382 Automotive Mechanic Assistant Supervisor job code function as the first-line supervisors. Positions in this job code are distinguished from those in the 7249 Automotive Mechanic Supervisor I job code in that the latter function as second- line supervisors and have some management responsibilities.

SUPERVISION EXERCISED

Positions in this job code supervise Automotive Mechanics and Service Workers

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. Supervises a group of skilled craft and service employees.
2. Maintains and supervises the maintenance, repair, overhaul and servicing of automotive, diesel, hybrid and alternative fuel equipment.
3. Troubleshoots problems in vehicles by performing relevant tests.
4. Assists in overseeing and supervising the maintenance of vehicles, shop operation and personnel records.
5. Uses and supervises the use of a variety of hand and power tools and machinery.
6. Reads, understands, and uses shop manuals, CD-ROM based diagnostic applications, diagrams, electrical schematics, laptops, information from electronic diagnostic equipment and maintenance scheduling and planning.
7. Prepares preliminary estimates on work orders and repairs.
8. Responds to incoming emergency calls.
9. Requisitions supplies, parts, and materials necessary for the maintenance, repair and servicing of vehicles.
10. Plans, holds and documents safety meetings.

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

**Title: Automotive Mechanic Assistant Supervisor
Job Code: 7382**

11. Maintains open communication with supervisors and subordinates.
12. Performs related duties and responsibilities as assigned.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Knowledge of: automotive, diesel, hybrid and alternative fuel equipment and parts; automotive maintenance practices, procedures, and requirements; and safety and the enforcement of safe work practices and conditions.

Skill to: use shop tools and equipment.

Ability to: supervise through prioritizing, planning, assigning, monitoring and reviewing the work of subordinates in an automotive shop; read and understand electrical schematics, manuals, and other information; troubleshoot malfunctions in automotive, diesel, hybrid and alternative fuel equipment and determine repair requirements; identify tools and shop equipment and train others in the safe and proper use; communicate clearly and effectively orally with supervisors, subordinates and other departmental personnel; communicate effectively in writing ; interact with others in a professional manner; and use a computer for diagnostic maintenance support and/or preparing reports and/or correspondence.

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 a formal four (4) year apprenticeship program; OR

Completion of an automotive mechanic training program, equivalent to a four (4) year apprenticeship, from an accredited college, vocational or technical school which results in the issuance of a degree or certificate.

Experience:

Four (4) years of journey-level experience in the maintenance and repair of automotive, transit, diesel, hybrid or alternative fuel vehicles equivalent to class 7381 Automotive Mechanic with the City and County of San Francisco.

Substitution:

Four (4) years of non-journey level experience in a full service repair facility maintaining and repairing automotive, transit, diesel, hybrid or alternative fuel vehicles can substitute for the four (4) years of education/training on a year-for-year basis. Individual classes may not be substituted for apprenticeship training or non-journey level experience.

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

**Title: Automotive Mechanic Assistant Supervisor
Job Code: 7382**

LICENSE AND CERTIFICATION

Possession of a valid California Class C driver's license.

Some positions may require obtaining a Class A or Class B driver's license within six (6) months of appointment.

SUPPLEMENTAL INFORMATION

Other Requirements: Some positions require considerable physical effort to perform mechanical tasks on top of, under, inside and around equipment. May be exposed to potentially hazardous work conditions, and adverse weather and work conditions such as rain, cold, dirt and dust. May be assigned to work any shift including weekends and holidays.

PROMOTIVE LINES

To: 7249 Automotive Mechanic Supervisor I

From: 7381 Automotive Mechanic, 7313 Automotive Machinist

ORIGINATION DATE: 07/01/77

AMENDED DATE: Retitled: 7/1/77; Amended: 10/31/2002, Amended: 06/14/21012

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