

**NOTICE OF PROPOSED CLASSIFICATION ACTIONS BY
THE HUMAN RESOURCES DIRECTOR**

The following actions are being posted in accordance with Rule 109. In the absence of requests to meet addressed to the Human Resources Director, the proposed changes will become final seven (7) calendar days from the posting date.

Posting No: 29
Fiscal Year: 2010/2011
Posted Date: December 23, 2010

***AMEND THE FOLLOWING JOB SPECIFICATION(S):
(Draft job specification attached.)***

Item #	Class/Title
1	7328 Operating Engineer, Universal

For additional information regarding the above proposed action, please contact Carmela Villasica at (415) 557-4928 or email her at Carmela.Villasica@sfgov.org.

Requests to meet on an item should be addressed to the Human Resources Director, 1 South Van Ness, 4th Floor, San Francisco, CA 94103. All requests must be received in writing no later than close of business seven (7) calendar days from the posting date. FAX'd copies will be accepted as timely with original to follow. Copies of this notice may be obtained from the Information Center, 1 South Van Ness, 4th Floor or from DHR's website at:

<http://sfdhr.org/index.aspx?page=109>

cc: All Employee Organizations
All Departmental Personnel Officers
Anita Sanchez, CSC
Christina Fong, DHR
Carmela Villasica, DHR
Linda Cosico, DHR
RAS Team Leader(s)
DHR Support Services
Martin Gran, DHR
Steve Ponder, DHR
Maria Newport, SFERS
Clare Leung, MTA
Suzanne Wong, MTA
File

CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES

Title: Operating Engineer, Universal
Job Code: 7328

INTRODUCTION

~~Under general supervision, operates one or more types of heavy construction equipment in connection with the maintenance and construction of roads, streets and other projects; and performs related duties as required. Nature of work requires some physical effort and dexterity in the use of the fingers, limbs and body, and also involves exposure to physical and working conditions where moderately serious injuries may occur.~~

Under general supervision, the Operating Engineer, Universal operates heavy construction equipment in conjunction with the maintenance and construction of roads, streets, and underground utilities and performs servicing on equipment. The essential functions of this job include: operating backhoes, loaders, cranes, motor graders, bulldozers, rollers, pavers, milling machines, forklifts, extended boom forklifts, tractors and tub grinders; and performing related duties and responsibilities as required. Operating Engineers also perform maintenance tasks such as greasing, cleaning and inspecting equipment; and may be required to calculate loads using equipment load charts. This position may require the ability to wear appropriate forms of safety protection equipment such as ear protectors, eye goggles and respirators and safety vests.

Nature of Work: This position requires sustained physical effort frequently under adverse weather conditions and/or disagreeable working conditions, being exposed to hazardous materials, raw sewage, loud noises; and may include working weekends, nights, holidays and/or temporarily outside the San Francisco city limits.

DISTINGUISHING FEATURES

The Operating Engineer, Universal differs from other job codes which may operate heavy equipment in the course of performing duties in that the operation of heavy construction equipment is the principal duty of this job code.

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. Operates backhoes, loaders, cranes, forklifts, and extended forklifts to hoist machinery, construction materials, chemicals, vegetation, etc., ~~large motor graders, bulldozers, power shovels, cranes, hoisting equipment, rollers, loaders and other heavy construction equipment within the jurisdiction of this craft~~ in connection with various

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- construction and maintenance projects.
2. Operates motor graders, bulldozers, rollers, planers, pavers, milling machines, and tub grinders in connection with construction and maintenance projects, landfills in dump areas and in grading and excavation operations of all types.
 3. Services and makes minor repairs to heavy equipment; tasks include lubrication of equipment, changing oil and oil filter, etc.,
 4. Operates backhoes, loaders and bulldozers to trench and excavate areas and remove debris; or to load and backfill materials in connection with sewer and street repair, mudslide prevention, dam maintenance and other projects. and heater, planer in excavating and making street repairs. Operates milling machines, pavers, and rollers in connection with asphalt paving
 5. Operates tractors with agricultural attachments such as rototillers and rotary mowers to clear areas for weed and fire control.
 6. Operates an air compressor to operate pneumatic tools and other construction equipment.
 7. Prepares and maintains routine records of equipment operations.
 8. ~~Operates a variety of cranes and hoisting equipment in the laying of sewer and water lines and in the moving of equipment and machinery.~~
 9. ~~Operates asphalt spreading equipment in making street repairs and laying new streets.~~
 10. ~~May overhaul heavy equipment.~~
 11. ~~Operates air compressors with a capacity over 105 CFM.~~

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Knowledge of: ~~Requires considerable knowledge of: the operation, maintenance and servicing requirements of a wide variety of heavy construction equipment and vehicles; existing laws, rules and regulations governing the operation of heavy equipment.~~

Safety practices and the laws and regulations governing the safe operation of heavy equipment.

Skill in: ~~to skillfully operate a wide variety of heavy equipment; follow oral and written instructions; keep routine records of equipment operations.~~

Operating hoisting equipment in connection with maintenance and construction projects; and operating heavy equipment in grading operations, trenching/excavating and loading/backfilling operations.

Ability to: understand and correctly follow oral instructions and to speak clearly; and to understand and correctly follow written instructions and to write clearly and legibly.

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MINIMUM QUALIFICATIONS

These minimum qualifications are to be used as a guide for establishing 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.

Training and Experience: ~~Requires completion of grammar school, supplemented by at least six years of responsible experience in the operation of diversified heavy mobile construction equipment used in all city departments and three years experience as a heavy duty mechanic; or an equivalent combination of training and experience.~~

Three (3) years of verifiable operating engineer experience. At least one (1) year of this experience must have been in operating a backhoe.

LICENSE AND CERTIFICATION

~~Requires possession of a valid state chauffeur's license.~~

Possession of a Class B Driver's License and a valid Medical Examiner's Certificate issued by the California Department of Motor Vehicles. A copy of the license and certificate must be submitted at the time of appointment.

For crane operation, must have a valid certificate of competency issued in accordance with Cal/OSHA by an accredited certifying agency for the type of cranes operated by City Departments.

PROMOTIVE LINES

None

ORIGINATION DATE:

AMENDED DATE:

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