



Gavin Newsom  
Mayor

Micki Callahan  
Human Resources Director

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

Date: January 3, 2011

Re: **Notice of Proposed Classification Actions –Final Notice No. 29 FY 2010/2011 (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 January 3, 2011.

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  
Micki Callahan, DHR  
Martin Gran, DHR  
Carmela Villasica, DHR  
Linda Cosico, DHR  
Christina Fong, DHR  
Rich David, DHR  
Anita Sanchez, CSC  
Debra Nebreda, CON  
Tinhha Luong, CON  
Maria Newport, SFERS  
Clare Leung, MTA  
RAS Team Leader(s)  
DHR Support Services  
E-File

**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):  
(Final job specification attached.)***

<b>Item #</b>	<b>Class/Title</b>
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](mailto: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, 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. in connection with various construction and maintenance projects.
2. Operates motor graders, bulldozers, rollers, planers, pavers, milling machines, and tub grinders in connection with construction and maintenance projects.
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

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

**Title: Operating Engineer, Universal  
Job Code: 7328**

- 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.

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

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

Skill in: 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.

**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: 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**

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

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

**Title: Operating Engineer, Universal  
Job Code: 7328**

**ORIGINATION DATE:**

**AMENDED DATE:** 1/3/11

**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