

**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:** 43  
**Fiscal Year:** 2010/2011  
**Posted Date:** March 7, 2011

***ESTABLISH THE FOLLOWING JOB SPECIFICATION(S):  
(Draft job specifications attached.)***

<b>Item #</b>	<b>Class/Title</b>
1	9328 Apprentice Pile Worker I

<b>Item #</b>	<b>Class/Title</b>
2	9329 Apprentice Pile Worker II

**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: Apprentice Pile Worker I & II**

**Job Code: 9328 & 9329**

**INTRODUCTION**

Classes 9328 Apprentice Pile Worker I and 9329 Apprentice Pile Worker II are the entry level training classes. These classes exist to develop the competencies required of a journey level Pile Worker, while working under close guidance and direct supervision. Apprentice Pile Workers perform routine tasks in support of Pile Workers.

Assigned duties increase in scope and difficulty as the Apprentice Pile Workers demonstrate skills in performing diverse duties that are learned through an on-the-job training rotation and through a required classroom training program. Work is performed under direct supervision and is evaluated on the basis of progress in a structured work experience training program.

Demonstrated competence and successful completion of the structured training program leads to meeting the minimum qualifications for the promotional class of Pile Worker. Apprentices are initially hired in classification 9328 Apprentice Pile Worker I. Upon completion of two years of service in this classification, apprentices are to be appointed to class 9329 Apprentice Pile Worker II. Failure to achieve demonstrated competence and acceptable work habits or the inability to complete the training program within four (4) years results in loss of employment in the 9328 and/or 9329 classes. The appointing officer may provide an extension of time to complete the training program.

Under direct supervision, Apprentice Pile Workers will learn to perform a variety of manual work in the repair and construction of piers, wharves and related substructures. They will usually start out helping journeymen Pile Worker with the basic tasks like material handling and move into more sophisticated jobs as their knowledge and skills increases. The essential functions of Apprentice Pile Workers are assisting Pile Worker in placing, driving and capping piles; placing stringers, sawing and laying decking; boring holes and framing timbers; tearing out decayed and damaged decking, stringers caps and pilings. In addition, the Apprentice Pile Workers are also responsible for assisting in moving and rigging the Pile Driver and/or truck crane; making minor repairs to Pile Driver machinery and equipment; fabricating rigging, both wire rope and synthetic line such as block and tackles, slings, chokers, pennants and related gear; building maintaining and using floats, pontoons, or work boats in the maintenance and repair of piers and docks. Apprentice Pile Workers assist using and maintaining a wide variety of pneumatic and portable gas tools such as drills, sanders, wrenches, saw, forklifts, torches, boring machines and other related tools.

**DISTINGUISHING FEATURES**

Classes 9328 Apprentice Pile Worker I and 9329 Apprentice Pile Worker II are the trainee classifications which work as a part of a crew under the supervision of a Pile Worker. These classes are distinguished from Class 9330 Pile Worker by structured training program requirements, the close supervision received, and the developmental nature of the class.

Incumbents in these classes are exempt City employees, serving at the pleasure of the appointing authority, and participate in a formal alternative work program which provides experience and training needed to qualify to compete for positions in class 9330 Pile Worker.

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**Title: Apprentice Pile Worker I & II**

**Job Code: 9328 & 9329**

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. Participates in a structured on-the-job and classroom training program and learns routine and basic manual labor tasks.
2. Assists in performing a variety of manual work in the repair and construction of piers, wharves and related substructures by removing and replacing decayed and/or damaged caps, stringers and decking; pulling, driving, framing and bolting piles; burning old bolts; and repairing docks.
3. Assists in loading or unloading piles, timbers or debris to or from trucks or barges.
4. Assists in moving and rigging the Pile Driver by setting up, tearing down and resetting rigging.
5. Assists in making minor repairs to Pile Driver machinery and equipment by fabricating rigging, both wire rope or synthetic line such as block and tackles, slings, chokers, pennants and related gear.
6. Assists in sending down equipment and tools to the diver.
7. Assists in building and maintaining floats, pontoons, workboats and rafts.
8. Assists in using international code of hand signals and whistles to signal instructions to the Class 9331 Piledriver Engine Operator.
9. Assists in using and maintaining pneumatic and portable gas tools.
10. Assists in and/or operates forklift equipment and/or Port vehicles.
11. Performs related duties and responsibilities assigned.

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

Ability to:

- Communicate with crew members and to understand instructions given by supervisors.
- Follow oral and written instructions and cooperate with others in the performance of duties.

**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*

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*qualifications (i.e., special conditions) may apply to a particular position and will be stated on the exam/job announcement.*

1. Apprentice applicants must be at least 18 years of age.
2. High School Diploma or equivalent (G.E.D.), or High School Proficiency Certificate.

**SPECIAL REQUIREMENTS:**

Essential duties require the following physical skills and work environment:

- Sustained physical effort in, on and around water frequently under adverse weather conditions such as rain and cold.
- May need to work at depth of 100 feet below or above ground.
- Travel is often required.
- Must be in good health, meet certain strength requirements.
- Be agile and have good hand eye coordination.
- Climb ladder to the loft to direct movement of piles.
- Swim to safety if knocked into water from floats, rafts, piles, etc.
- May require weekend and/or shift work.

**LICENSE AND CERTIFICATION**

Require possession of valid California Class C Driver License.

**PROMOTIVE LINES**

9330 Pile Worker

**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