NOTICE OF FINAL ACTION TAKEN BY THE
HUMAN RESOURCES DIRECTOR

Date: March 8, 2012
Re: Notice of Proposed Classification Actions –Final Notice No. 34 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 March 2, 2012.

Micki Callahan
Human Resources Director

by: 
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: 34
Fiscal Year: 2011/2012
Posted Date: 2/22/2012
Reposted Date: N/A

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

<table>
<thead>
<tr>
<th>Item #</th>
<th>Job Code</th>
<th>Title</th>
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<tr>
<td>1</td>
<td>7249</td>
<td>Automotive Mechanic Supervisor</td>
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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.


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
    Anita Sanchez, CSC
    Linda Cosico, DHR
    Maria Newport, SFERS
    E-File
INTRODUCTION

Under direction, on an assigned shift supervises often through subordinate supervisors, a large group of skilled mechanical, craft and service workers engaged in the maintenance, repair, overhaul and servicing of a wide variety of automotive, including gasoline, electric, hybrid and natural gas powered, and/or heavy duty diesel equipment.

DISTINGUISHING FEATURES

Positions allocated to the 7249 Automotive Mechanic Supervisor I job code function as a second-line supervisor. This class is distinguished from the 7382 Automotive Mechanic Assistant Supervisor in that the latter is a first-line supervisor. This class is further distinguished from class 7228 Automotive Transit Shop Supervisor I in that the latter functions as the supervisor over an entire maintenance shop.

SUPERVISION EXERCISED:

Supervises, through subordinate supervisors, a group of skilled mechanical, crafts 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, often through subordinate supervisors, a group of skilled mechanical, craft and service employees.

2. Supervises the maintenance, repair, overhaul, and servicing of automotive, including gasoline, electric, hybrid and natural gas powered and/or heavy duty diesel equipment, including engines, drive trains, fuel systems, electrical systems, electronic automotive circuits, digital display systems, cooling systems, brake systems (air and hydraulic), chassis, wheels, suspensions and other parts of vehicles; supervises preventive maintenance programs including smog certifying programs.

3. Troubleshoots and diagnoses vehicle problems.

4. Oversees and supervises the maintenance of vehicle, shop operating and personnel records.

5. Completes various reports and forms such as reports on downtime, parts research and invoice processing.

6. Utilizes and supervises the use of a variety of hand and power tools and machinery.

7. Reads, understands, and uses shop manuals, CD-ROM based diagnostic applications,
Title: Automotive Mechanic Supervisor I  
Job Code: 7249  

8. Prepares cost estimates on work orders and accident repairs.
9. Responds and makes prompt decisions on incoming emergency calls.
10. Requisitions supplies, parts, and materials necessary for the maintenance, repair, and servicing of vehicles; monitors warranty repairs and related paperwork and bills departments for work done.
11. Plans, conducts and documents safety meetings; understands and trains workers on how to understand the hazardous communications law, toxics handling and disposal, and the material safety data sheet (MSDS).
12. Maintains open communication with his or her immediate supervisors.
13. Performs other related duties as required.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Knowledge of:

Automotive, including gasoline, electric, hybrid and natural gas powered and heavy duty diesel equipment and parts and the function of each part; automotive maintenance practices, procedures, and requirements and an understanding of the importance of a preventive maintenance program; the application and enforcement of safe work practices and conditions, toxic and hazardous substance laws, and emergency response procedures.

Ability to: plan, assign, monitor, and review the work of subordinates in an automotive shop; interpret, explain and enforce existing shop procedures, motivate subordinates to carry out plans and projects, and train employees; access information electronically; understand photographs and CD-Rom based diagnostic applications; read instructions and interpret schematics, diagrams, diagnostic materials and warranty procedures; troubleshoot malfunctions in automotive and diesel equipment and to determine repair requirements; communicate clearly and effectively in reports, memos and other written documents; communicate orally with supervisors, subordinates and other departmental personnel in a clear and understandable manner; develop and implement work plans to ensure the best use of staff, machinery and facilities and to complete projects in a timely manner adhering to budget guidelines and constraints.

Skill to: identify tools and shop equipment, have an understanding of their uses, and train others on their safe and proper usage.

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.
Title: Automotive Mechanic Supervisor I  
Job Code: 7249

Experience:

1. Two (2) years of supervisory experience in the repair and maintenance of automotive, transit or heavy duty vehicles; AND
2. Three (3) years of journey-level experience in the maintenance and repair of automotive, transit or heavy duty vehicles.

LICENSE AND CERTIFICATION

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

Some positions allocated to this class may require the ability to obtain and maintain a California Class B driver’s license within six (6) months of appointment.

SUPPLEMENTAL INFORMATION

May require exposure to potentially hazardous working conditions; may require working in adverse weather or work conditions such as rain, cold, dirt and dust. Some positions may require considerable physical effort to perform mechanical tasks on top of, under, inside and around equipment. May be required to work in any shift including nights, weekends and holidays.

PROMOTIVE LINES

To: 7228 Automotive Transit Shop Supervisor I
From: 7382 Automotive Mechanic Assistant Supervisor

ORIGINATION DATE: 04/02/1979

AMENDED DATE: 06/14/2002, 03/02/2012

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.