

**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: 32
Fiscal Year: 2011/2012
Posted Date: 2/22/2012
Reposted Date: 3/21/2012

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

Item #	Job Code	Title
1	7126	Mechanical Shop and Equipment Superintendent

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
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

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

**Title: Mechanical Shop And Equipment Superintendent
Job Code: 7126**

INTRODUCTION

Under general direction, ~~is responsible for directing the maintenance and repair of mechanical facilities and automotive machinery and equipment for a major city department; and this class~~ directs the activities of a group of crafts persons engaged in the fabrication, maintenance and repairs of a wide variety of automotive vehicles, off road portable machinery and other heavy equipment. Essential functions include: managing subordinate supervisors and craft workers who are involved in a wide range of technical work maintaining heavy equipment; coordinating the fabrication, maintenance, and repair of a wide variety of mechanical equipment; preparing specifications for the purchase of new equipment or machinery; preparing written reports; preparing the annual budget and managing the expenditure of funds; monitoring work performed by outside contractors; carrying out safety requirements and procedures; interacting with departmental personnel, contractors and others pertaining to the fabrication, maintenance and repair activities; and assisting subordinates in professional development; performs related duties as required.

DISTINGUISHING FEATURES

Positions in this class function in a shop setting and are responsible for directing the maintenance and repair of a wide variety of motorized and non-vehicular equipment and machinery. The position with San Francisco International Airport is primarily concerned with motorized equipment maintenance and repair functions. ~~while the position with the Hetch Hetchy project has a greater degree of responsibility for stationary mechanical plant and power equipment.~~

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. ~~As assigned, for the Hetch Hetchy Project, plans, assigns, inspects and directs the mechanical maintenance and repair programs for facilities and equipment, including power houses, dams, reservoirs, valve houses, aqueducts and water purification plants. Coordinates with appropriate supervisor/superintendents in the fabrication, maintenance and repair of a variety of heavy mechanical equipment including cable car propulsion cable, gear drives, motors, tension carriages, turn-tables, sheaves, pulleys, and track way mechanical components including depression beams, bumper bars, gypsies and safety catches.~~
2. Plans and directs the maintenance and repair of automotive vehicles, ~~road maintenance and off road~~ portable machines and heavy equipment.
3. Directs shop and field-activities in ~~connection with~~ the fabrication ~~of parts, tools and equipment necessary to maintenance and repair activities, and machining of parts, tools, and equipment needed for maintenance and repair activities.~~
4. Prepares specifications for the purchase of new equipment; ~~prepares cost estimates for vehicular and mechanical facilities repair work, or machinery, and may review the fabrication process and oversee the installation of equipment in order to ensure products meet specifications.~~
5. Prepares ~~and directs preparation of requisitions for supplies, materials and parts for~~

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- ~~maintenance and repair operations.~~ various written reports and/or directs and monitors the preparation of various written reports such as performance evaluations, maintenance progress activities, shop operations, vehicle and machinery repairs, material and supply requisitions and inventory, and work orders.
6. ~~Directs the preparation and maintenance of shop operating and vehicle performance records and reports.~~ Prepares annual budget; monitors expenditures against funds; and oversees the preparation of cost estimates, materials and time records.
 7. ~~Assists in the development and advancement of subordinates through training and effective use of employee development program.~~ Monitors alteration and repair work performed by outside Contractors to ensure that work is accomplished in accordance with contracts and specifications.
 8. Ensure legal and regulatory compliance, proper handling of hazardous materials, shop safety; conducts related shop inspections, safety meetings and training.
 9. Establishes and maintains contact with departmental personnel, representatives of other divisions/ departments, contractors, general public, etc., to keep them advised and informed of the department's activities; represents the department at various meetings.
 10. Supervises subordinate staff; provides mentorship and training; performs personnel management functions; conducts and prepares performance evaluations, provides coaching and guidance, and implements corrective disciplinary measures.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

~~Requires considerable knowledge of: the principles, methods, materials, tools and equipment used in mechanical maintenance, machine shop and automotive repair work; the maintenance and repair requirements of hydroelectric turbines, valves, valve controls and automotive road maintenance machinery and equipment.~~

Knowledge of:

Principles, practices and procedures of general maintenance;

Methods, materials, tools and equipment used in the maintenance, repair, overhaul, and fabrication of a wide variety of motorized and mechanical equipment including cable car/rail related and off road portable machinery;

Departmental procedures on preventive maintenance;

Shop safety procedures, safety regulations, and OSHA requirements;

Proper handling of hazardous materials.

~~Requires considerable ability to: plan, assign, supervise and inspect the work of subordinate craft and other personnel; read and interpret sketches, drawings and blueprints; prepare and maintain a variety of shop operating records and reports.~~

Ability to:

Manage, supervise, plan, assign, direct, train and evaluate the activities of a large group of subordinate personnel engaged in the maintenance and repair of electrical, mechanical and

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hydraulic equipment;

Plan, schedule, estimate, and develop long and short range and contingency plans on projects in order to minimize downtime on revenue producing equipment,

Review, analyze, plan, schedule and coordinate requests for maintenance and repair work on mechanical equipment in a timely and logical manner;

Maximize staff and materials resources and increase efficiency within constraints of manpower, parts and budgetary considerations;

Estimating cost of materials, time and manpower requirements of repair work;

Convey instructions, ideas and policies verbally in a clear, concise and courteous manner;

Effectively inform, persuade and summarize information;

Listen and respond to questions, concerns and complaints;

Accurately write and review comprehensive technical reports, memos, letters, projections, etc.

Use a personal computer, email, word processing and spreadsheet applications;

Establish and maintain good relationships among staff;

Meet members of the public in a courteous manner;

Mediate disputes with a positive resolution;

Exercise understanding and sensitivity towards a diverse workforce.

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.

~~Requires completion of high school, supplemented by at least six years of progressively responsible working level experience in the maintenance and repair of a wide variety of mechanical installations and automotive machinery and equipment, preferably including experience in the operation of a large machine and automotive equipment repair shop and including two years of responsible supervisory experience; or an equivalent combination of training and experience.~~

Education:

High school diploma or equivalent (GED or High School Proficiency Examination).

Experience:

Three (3) years of verifiable supervisory experience supervising the activities of crafts persons in a machine shop engaged in the maintenance and repair of heavy mechanical equipment such as cable car propulsion cable, gear drives, motors, tension carriages, turntables, sheaves, pulleys, and track way mechanical components such as depression beams, bumper bars, gypsies, and safety catches; OR three (3) years of verifiable supervisory experience supervising the activities of craft persons in which major duties were disassembling, repairing, overhauling and installing mechanical, electrical and hydraulic assemblies in heavy duty vehicles and off-road equipment including the use

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of machine tools such as valve refacers, hydraulic and drill presses, lathes and grinders.

LICENSE AND CERTIFICATION

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

ORIGINATION DATE:

AMENDED DATE: 08/17/1981, .03/xx/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.