

City and County of San Francisco



Department of Human Resources

Edwin Lee  
Mayor

Micki Callahan  
Human Resources Director

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

Date: March 29, 2012

Re: **Notice of Proposed Classification Actions –Final Notice No. 32 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 29, 2012.

Micki Callahan  
Human Resources Director

by: \_\_\_\_\_

A handwritten signature in black ink, appearing to read "Steve Ponder", written over a horizontal line.

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

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

<b>Item #</b>	<b>Job Code</b>	<b>Title</b>
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](mailto: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](mailto: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  
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**CITY AND COUNTY OF SAN FRANCISCO  
DEPARTMENT OF HUMAN RESOURCES**

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

**INTRODUCTION**

Under general direction, 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. .

**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. 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, and off road portable machines and heavy equipment.
3. Directs shop and field-activities in the fabrication and machining of parts, tools, and equipment needed for maintenance and repair activities.
4. Prepares specifications for the purchase of new equipment or machinery, and may review the fabrication process and oversee the installation of equipment in order to ensure products meet specifications.
5. Prepares 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. Prepares annual budget; monitors expenditures against funds; and oversees the preparation of cost estimates, materials and time records.
7. Monitors alteration and repair work performed by outside Contractors to ensure that work is

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

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

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**

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.

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 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.

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

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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.*

**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 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, 03/29/2012

**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.*