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: 35  
Fiscal Year: 2011/2012  
Posted Date: 2/22/2012  
Reposted Date: 10/26/2012

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

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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, performs skilled electrician duties at the journeyman level in maintaining electrical facilities at the San Francisco International Airport, including a high and low-voltage electrical distribution system; collects data for electrical expansion projects; and performs related duties as required. Requires responsibility for carrying out and explaining policy procedures, rules and regulations governing the operation and maintenance of electrical facilities at San Francisco International Airport; applying technical skill in analyzing and testing high voltage equipment and circuits to assure efficient and continual operation; making frequent contacts with tenants, contractors and others to advise them as to the availability and location of electrical equipment; preparing and maintaining ordinary operational records. Nature of the work requires occasional exposure to working conditions where serious injuries might occur.

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. Maintains, operates and adjusts electrical primary power substations ranging from 2,300 to 12,000 voltage, including circuit breakers, relays, batteries and controls.

2. Maintains underground and overhead power lines; locates and isolates faulty sections and removes, installs and makes connections where necessary.

3. Installs watt-hour meter systems, connects potential transformers, current transformers, phase shifting transformers, test switches, reactive meters, demand meters and watt-hour meters.

4. Maintains, operates and repairs the airfield runway lighting system, including taxiways, guidance sign system, airways code beacon, rotating beacon and hazard lights.

5. Maintains, operates and repairs electric motors and control apparatus used in pumping drainage water and sewage.

6. Maintains, operates and repairs a high voltage street light system.

7. Maintains, operates and adjusts standby engine generators used for emergency power; checks electrical failures for airport, tenants in the absence of tenant personnel in cases of emergency; maintains airport master clock system and slave clock.

8. Collects data for engineer's planned expansion projects and meets with tenants and contractors and advises or availability of facilities for future expansion projects; inspects completed work for compliance with airport standards and requirements.
IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Must have a good knowledge of: electrical terms to understand the functions and workings of electrically controlled equipment.

Considerable ability to: locate and correct any electrical trouble in the least possible time; handle and operate high voltage testing equipment and high voltage switchgear and transformers; ability to deal courteously, effectively and tactfully with representatives of other agencies and airport tenants.

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:

Requires completion of high school, supplemented by satisfactory completion of courses in basic electrical theory, AC and DC, including power transmission and control equipment. Completion of a recognized electrician’s apprenticeship program.

Experience:

Requires Four (4) years journeyman electrician experience, including some industrial electrical, construction or maintenance work.

Substitution:

Additional experience as a journeyman electrician in electrical maintenance, repair or construction work can be substituted for the five (5) year apprenticeship program, on a year for year basis.

LICENSE AND CERTIFICATION

Must have valid state motor vehicle California Class C driver’s license; journeyman electrician’s card.

PROMOTIVE LINES

To: Head Airport Electrician 9241 Airport Electrician Supervisor

From: Entrance Examination

ORIGINATION DATE: 1/12/61
Title: Airport Electrician
Job Code: 9240

AMENDED DATE: 02/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.
INTRODUCTION

Under direction, supervises and participates in highly skilled electrical work involving the maintenance and repair of electrical systems at the San Francisco International Airport, including the high and low-voltage electrical distribution system; and performs related duties as required.

DISTINGUISHING FEATURES

This is the lead worker level in the Airport Electrician series. A position in this class works under the direction of the Head Airport Electrician providing assistance to Airport Electricians in the maintenance and repair of high voltage power distribution systems.

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 and participates in the maintenance of high voltage electrical systems, such as electrical primary power substations ranging from 2,300 to 12,000 voltage, including circuit breakers, relays batteries and controls.

2. Supervises and participates in the maintenance of a variety of control components and ancillary equipment including but not limited to air, oil and vacuum switches, circuit breakers, instrument relays for electric currents and voltage, batteries and control power transformers.

3. Assigns duties in connection with the testing of underground and overhead power lines, various high voltage cables, generators, transformers and related equipment.

4. Personally performs difficult trouble-shooting assignments in connection with breakdowns in electrical systems and related ancillary equipment.

5. Supervises and participates in the maintenance and repair of airport runway lighting systems, including a taxiway sign system, airway beacon, hazard lights and power feeders, standby engine generators and street lighting systems.

6. As assigned, acts for the Head Airport Electrician in his absence; meets with tenants and contractors on alterations and repair matters pertaining to Airport electrical systems; assists engineering staff on electrical aspects of planned projects.

7. Maintains inventory of electrical components and other necessary supplies and tools; places orders for the maintenance of necessary stocks; contacts manufacturers regarding the availability of electrical components and equipment; may prepare specifications relating to the modification of equipment.
Title: Airport Electrician Supervisor  
Job Code: 9241

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Must have thorough knowledge of: electrical terminology and equipment as it relates to high voltage power distribution systems; electrical systems and related ancillary equipment of a modern air terminal.

Requires ability to: Assign and supervise the work of subordinate personnel; inspect completed assignments for compliance with safety procedures and methods; work electrical mathematics problems; read blueprints and related technical materials; operate high voltage switch gear and transformers; meet and deal effectively with airport tenants and representatives of other agencies.

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:

Requires completion of high school, supplemented by completion of a recognized electrician’s apprenticeship program.

Experience:

Four (4) years of industrial, high voltage electrical experience or an equivalent combination of training and experience.

Substitution:

Additional industrial, high voltage electrical experience as a journey level electrician can be substituted for the five (5) year apprenticeship program, on a year for year basis.

LICENSE AND CERTIFICATION

Must have a valid California Class C driver’s license.

PROMOTIVE LINES

TO: 9242 Head Airport Electrician

FROM: Airport 7345 Electrician

ORIGINATION DATE: 6/19/78
Title: Airport Electrician Supervisor
Job Code: 9241

AMENDED DATE: 02/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.
INTRODUCTION

Under general direction, supervises and participates in skilled electrical work concerned with the operation, maintenance and repair of electrical facilities at San Francisco International Airport, including high and low-voltage electrical distribution system; confers with management and representatives of other agencies on technical electrical problems and airport electrical expansion projects and prepares reports thereon; and performs related duties as required. Requires responsibility for: carrying out, interpreting and enforcing policy, procedures, rules and regulations governing the operation and maintenance of electrical facilities at San Francisco International Airport; applying considerable technical skill to complex electrical problems to assure efficient and continual operation of extensive electrical facilities; making regular contacts with representatives of other outside organizations and agencies to explain electrical services and activities; assembling and preparing data or information on important operational and technical reports or supervises the preparation thereof. Nature of the work requires occasional exposure to working conditions where serious injuries might occur.

DISTINGUISHING FEATURES

The 9242 Head Airport Electrician is the highest level in the Electrician series at the Airport. This class is distinguished from the two lower level classes, 9241 Airport Electrician Supervisor and 7238 Electrician Supervisor I, by its responsibility for overseeing and supervising the operations of the San Francisco International Airport Electrical Shop. This class interprets and enforces policy, procedures, rules and regulations governing the operation and maintenance of electrical facilities at San Francisco International Airport. The 7238 Electrician Supervisor I is a first level supervisory class that has responsibility for interpreting and enforcing methods and procedures related to electrical installation, maintenance, and repair activities. The 9241 Airport Electrician Supervisor works under the direction of the Head Airport Electrician providing assistance to Airport Electricians in the maintenance and repair of high voltage power distribution systems.

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 the operations of the Airport electric shop through and subordinate staff, which includes electricians, light fixture maintenance workers, high voltage electricians and electronic maintenance technicians.

2. Supervises the maintenance of, maintains, operates and adjusts electric power substations including high and low voltage lines, feeders, transformers, circuit breakers, relays, batteries and controls.

3. Supervises the maintenance of and maintains airport underground and overhead power lines, replacing and reconnecting cables when indicated. Prepares and oversees a $1.6 million dollar the electric shop operating budget for the electric shop.

4. Supervises the maintenance of and maintains airport building lighting and power equipment, including ballasts, switches, receptacles, meters, electrical and electronic components of’
Title: Head Airport Electrician  
Job Code: 9242

- Heating, ventilating and air conditioning systems, mechanical doors, and others also includes security and Closed-Circuit Television (CCTV) systems.

5. Supervises the maintenance of and maintains the airport runway lighting system, including a taxiway sign system, air-way beacon remote control wind tee, hazard lights, and power feeders, standby engine generators, street lighting system.

6. Prepares and Oversees applications for electric energy service and associated construction report and keeps files of such applications and reports; prepares requisitions for the purchase of lamps, repair parts, wire, cable, watt hour meters, and others; prepares rough draft of electrical items to be included in budget estimates.

7. Collects data for engineer’s planned expansion projects such as size and availability of underground ducts, connected loads and load factors, and cable dimensions.

8. Supervises staff that meets with tenants and contractors on alterations or repair matters where electrical circuits are contemplated and identifies circuits, conduits, panels, meter sockets, and others; checks completed work for compliance with instructions and prior to approval by airport maintenance engineer.

9. Supervises the investigation of phenomena which may lead to failure of electrical equipment.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Knowledge, Abilities and Skills: Must have a comprehensive knowledge of: electrical terminology to understand the functions and workings of electrically controlled equipment; electric theory and its application to a modern air terminal; electrical facilities and all aspects of their construction and operation in order to reinstall power in case of failure; ability to: plan jobs and supervise others; handle and operate high voltage switch gear, transformers; ability and initiative to sufficiently head an electrical maintenance section; meet, work with and deal effectively with representatives of other agencies.

Ability to: supervise, plan and inspect the work of subordinate personnel engaged in electrical work; budget and prepare cost estimates for the electric shop; use computer software and hardware; communicate effectively both orally and in writing; interact effectively and courteously with subordinates, contractors, other departmental personnel and the general public.

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 satisfactory completion of courses in basic electrical theory, AC and DC, including power transmission and controlled equipment.

Education:
Title: Head Airport Electrician
Job Code: 9242

Requires completion of a recognized electrician’s apprenticeship program.

Experience:
Requires 6 years journeyman electrician experience including some industrial electrical construction or maintenance performing installation, servicing, and repair to control systems, devices and related components, at least two (2) years of which must be at a supervisory level have been as a supervisor of a crew of three (3) or more journey level electricians.

Substitution:
Additional experience as a journey level electrician, performing installation, servicing, and repair to control systems, devices and related components can be substituted for the five (5) year apprenticeship program, on a year for year basis.

LICENSE AND CERTIFICATION

Must have Requires possession a valid state motor vehicle California Class C driver’s license; a journeyman electrician’s card.

PROMOTIVE LINES

To: General Foreman Electrician
From: Airport 7345 Electrician, 9240 Airport Electrician, 7238 Electrician Supervisor I, 9241 Airport Electrician Supervisor

ORIGINATION DATE: 1/12/61

AMENDED DATE: Xx/xx/xx

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.