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.

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<th>Posting No:</th>
<th>22</th>
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<tr>
<td>Fiscal Year:</td>
<td>2012/2013</td>
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<td>Posted Date:</td>
<td>03/01/2013</td>
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<td>Reposted Date:</td>
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**AMEND THE FOLLOWING JOB SPECIFICATION(S):**
(Job specification(s) attached.)

<table>
<thead>
<tr>
<th>Item #</th>
<th>Job Code</th>
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<tr>
<td>1</td>
<td>7243</td>
<td>Parking Meter Repairer Supervisor I</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 – Class and Comp Unit
    DHR – Client Services Unit
    DHR – Employee Relations Unit
    DHR – Recruitment and Assessment Unit
    DHR – Support Services
    Micki Callahan, DHR
    Jennifer Johnston, CSC
    Sandra Eng, CSC
    Linda Cosico, DHR
    Maria Newport, SFERS
    Risa Sandler, Controller/Budget Division
    Devin Macaulay, Controller/ Budget Division
    Theresa Kao, Controller/ Budget Division
    Chris Trenschel, Controller/ Budget Division
    E-File
INTRODUCTION

Under direction, supervises parking meter installation, maintenance and repair work of parking meters, poles and signs, and performs related duties as required. Essential functions include: planning and assigning work; supervising and evaluating a group of Parking Meter Repairers and Sign Workers; reviewing work orders; preparing and reviewing operating reports related to parking meter maintenance, repair, installation, inventory activities, and public concerns; training staff and explaining parking meter maintenance and repair work under the established methods and procedures; making routine contacts with the general public and other departmental personnel regarding parking meter repair and service activities; receiving, inspecting, and issuing materials and supplies; and conducting staff meetings.

DISTINGUISHING FEATURES

The 7243 Parking Meter Repairer Supervisor I is the first-level supervisory position over a group of 7444 Parking Meter Repairers, 5302 Traffic Survey Technicians and 7457 Sign Workers. Positions in this class are distinguished from class the 7444 Parking Meter Repairer and class 7457 Sign Worker in that the latter are responsible for performing parking meter maintenance and related repair work in the field. This class is distinguished from the 5302 Traffic Survey Technician in that the latter is responsible for sub-professional office and field engineering work in connection with the installation and maintenance of traffic and street signs and parking meters. This class is further distinguished from the 7457 Sign Worker in that the latter is responsible for installing and repairing poles and signs. In addition, this class is assigned responsibility for the preparation of accurate records and reports concerning monthly inspection and maintenance activities for management, as well as preparing and maintaining office files relating to parking meter repair and maintenance activities. Frequent contacts are made by incumbents in this class with the general public and other City departments in obtaining and providing information on parking meter maintenance, repair, and operation.

SUPERVISION EXERCISED

Supervises a group of 7444 Parking Meter Repairers, 5302 Traffic Survey Technicians and 7457 Sign 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. Plans, schedules and assigns work to Parking Meter Repairers, Traffic Survey Technicians and Sign Workers; supervises, and evaluates their work a group of Parking Meter Repairers and Sign Workers.

2. Trains staff and explains in parking meter maintenance and repair work under the according to established methods and procedures.

3. Makes routine contacts with the Responds to inquiries and correspondence from general
Title: Parking Meter Repairer Supervisor I  
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4. Prepares and reviews operating reports related to parking meter maintenance, repairs, installations, inventory activities, and public concerns using specialized vendor and departmental software.

5. Receives, inspects, and issues materials and supplies used by staff; monitors and maintains physical inventory and enters data into a computerized system.

6. Reviews, creates and maintains work orders for requests of maintenance and installation of parking meters, poles, and signs using specialized vendor and departmental software; prepares preliminary estimates on work orders and repairs to provide accurate cost of work being requested.

7. Plans, conducts and documents staff meetings regarding safety, work procedures, operational issues, and other work-related matters.

8. Requisitions supplies, parts and materials necessary for the maintenance, repair and servicing of parking meters.

9. Performs related duties and responsibilities as assigned.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Knowledge of: operation of parking meter and sign management system; maintenance and repair of parking meters, and safety procedures.

Ability to: supervise staff; prioritize, plan, and assign, monitor and review work of subordinate staff; provide training, complete performance evaluations, identify performance problems, and implement necessary courses of action, prioritize, coordinate, schedule and assign the workload appropriately to staff; interact effectively and courteously and establish and maintain effective working relationships with staff, supervisors, other city department personnel, and members of the public; use a computer specialized vendor and departmental software in addition to Microsoft Excel, Access and Oracle databases to document, populate and profile data related to parking meters; possess and maintain a good driving record; and speak communicate orally in a clear and concise manner, and communicate clearly and effectively when writing reports, memos, performance evaluations and maintaining shop operating records. write in a clear and effective manner.

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.

Three (3) years of verifiable experience performing parking meter maintenance and repair.
Title: Parking Meter Repairer Supervisor I  
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work; AND

1. Three (3) years journey-level full-time verifiable work experience in the maintenance and repair of parking meters. Experience must include routine maintenance and repair of mechanical, electrical and computerized devices or equipment related to meter repair equivalent to those performed by job code 7444 Parking Meter Repairer with the City and County of San Francisco.

2. Possession of a valid driver’s license.

LICENSE AND CERTIFICATION

Requires possession and maintenance of, or ability to obtain and maintain, a valid State Motor Vehicle Operator’s California Class C Driver’s License.

SUPPLEMENTAL INFORMATION

NOTE: All appointees will be required to possess and maintain a good driving record.

Essential duties require the following physical skills and work environment: Continuous fieldwork requiring sustained driving and walking throughout San Francisco for up to five (5) hours per day; and exposure to unpleasant weather, street conditions, and traffic hazards; may be required to work evenings, weekends or holidays.

PROMOTIVE LINES

To: No Normal Line of Progression

From: 7444 Parking Meter Repairer

ORIGINATION DATE: 1/12/61


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 SFCCD SFMTA SFUSD