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: 19
Fiscal Year: 2012/2013
Posted Date: 02/28/2013
Reposted Date: 04/11/2013

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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<tbody>
<tr>
<td>1</td>
<td>7432</td>
<td>Electrical Line Helper</td>
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</tbody>
</table>

For additional information regarding this proposed classification action, please contact DHR Classification Action and Compensation Unit by email at DHR.ClassificationActionPostings@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
Title: Electrical Line Helper
Job Code: 7432

INTRODUCTION

Under supervision, performs semi-skilled line work in the maintenance, repair, and installation of communication and traffic and street lighting systems, transit power lines, and high voltage overhead and underground electrical transmission lines; and performs related duties as required.

Nature of work involves: some physical effort and dexterity in the use of fingers, limbs and body; continuous exposures to physical and working conditions where moderately serious injuries may be encountered.

DISTINGUISHING FEATURES

The 7432 Electrical Line Helper is responsible for performing semi-skilled line work that does not require completion of a formal apprenticeship or training program. Positions in this class work under direct supervision and do not work on energized or de-energized wires or make independent decisions in the field.

SUPERVISION EXERCISED

None.

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. Digs holes and trenches for installing wood, concrete, and steel setting poles and laying underground cables.

2. May assist electricians in remote areas. Assists in the replacement of fire alarm boxes, police call boxes, traffic and street lighting systems, and overhead and underground wires.

3. Prepares materials necessary to tower painting operations. Assists line crew to disassemble and install foundations for poles, structures, and distribution and transmission towers.

4. Assists line crew in assembling poles and cross arms; trims trees and removes other obstructions along overhead line right-of-way; preparing materials.

5. Assists cable splicers and line crew on public safety underground jobs. Sets up job sites and prepare splicing materials. Makes up and splices hand lines; supplies tools and materials to linemen as required.

6. Performs general housekeeping at maintenance yards, line trucks, and job sites including the cleanings and generally carings for line maintenance of hand tools and special hot pneumatic tools (e.g. pavement breaker).

7. Transports material, equipment, and crew to job sites in heavyDrives line trucks to work sites.
and assures that truck is supplied with all necessary tools and materials.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Knowledge: Requires knowledge of: the basic maintenance, repair, and installation of communications and traffic and street lighting systems, transit power lines, and overhead and underground electrical transmission lines including the use and care of basic hand tools used by an electrical line crew; safe working practices and the correct and safe use of basic tools, equipment, and Personal Protection Equipment (PPE); the care and use of hand tools; the fundamentals of high voltage transmission lines.

Skills: Requires skill in the care and use of basic tools for general laboring and electrical maintenance work (e.g. hand tools, pneumatic tools, pavement breakers, etc.) use of hand tools and the care of splicing hand lines.

Abilities: Requires ability to effectively interact with co-workers, subordinates, representatives from other divisions and/or departments, and the public; speak clearly and effectively, answer questions, express ideas, and explain work-related information to others. This includes the ability to listen and understand verbal instructions, and use the appropriate terms when referring to technical matters; complete basic records and forms in a manner that is clear and easily understood. It also includes the ability to read and understand written instructions, understand oral and written instructions.

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: Possession of a high school diploma or proof of successful completion of an equivalency test (G.E.D or California High School Proficiency Examination).

Experience: Requires completion of high school, supplemented by at least two (2) years of full time verifiable general electrical and mechanical maintenance/construction experience; or an equivalent combination of training and experience.

LICENSE AND CERTIFICATION

Possession and maintenance of, or the ability to obtain and maintain, a current valid California Class C driver state motor vehicle operator’s license.

Some positions allocated to this class require possession and maintenance of a current valid California Class B driver’s license.

SUPPLEMENTAL INFORMATION
Nature of work involves: extensive physical effort and dexterity in the use of fingers, limbs and body; continuous exposures to physical and working conditions where moderately serious injuries may be encountered; may work in and around switch stations and substations; work may include exposure to inclement weather conditions. This work requires the safe use and operation of pneumatic and hydraulic equipment.

PROMOTIVE LINES

To: No normal lines of promotion
From: Entrance Examination

ORIGINATION DATE:

AMENDED DATE: Retitled: 7/1/77, Amended 4/11/2013

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