NOTICE OF FINAL ACTION TAKEN BY THE
HUMAN RESOURCES DIRECTOR

Date: April 22, 2013
Re: Notice of Proposed Classification Actions – Final Notice No. 19 FY 12/13 (copy attached).

In the absence of requests to meet addressed to the Human Resources Director, the classification action contained in the above referenced notice became effective April 22, 2013.

Micki Callahan
Human Resources Director

by: Steve Ponder
Classification and Compensation Manager
Human Resources

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 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.

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 poles and laying underground cables.

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

3. 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.

6. Performs general housekeeping at maintenance yards, line trucks, and job sites including the cleaning and caring of hand tools and pneumatic tools (e.g. pavement breaker).

7. Transports material, equipment, and crew to job sites in heavy line trucks.
CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES

Title: Electrical Line Helper
Job Code: 7432

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

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).

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.)

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.

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: Two (2) years of full time verifiable general electrical and mechanical work experience in maintenance/construction.

LICENSE AND CERTIFICATION

Possession and maintenance of, or the ability to obtain and maintain, a current valid California Class C driver 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.
Title: Electrical Line Helper  
Job Code: 7432

PROMOTIVE LINES

To: No normal lines of promotion
From: Entrance Examination

ORIGINATION DATE: 01/12/1961

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