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: 6
Fiscal Year: 2013/2014
Posted Date: 9/11/2013
Reposted Date: N/A

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

<table>
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<th>Item #</th>
<th>Job Code</th>
<th>Title</th>
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<tr>
<td>1</td>
<td>7332</td>
<td>Maintenance Machinist</td>
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For additional information regarding this proposed classification action, please contact Cathy Abela, Senior Classification and Compensation Analyst, at (415) 557-4926 or by email at Cathy.Abela@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 – Client Services 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: Maintenance Machinist
Job Code: 7332

INTRODUCTION

Under general direction, the Maintenance Machinist performs preventive, routine and emergency maintenance and repair of a variety of heavy and light equipment, related systems and components for all City Departments.

DISTINGUISHING FEATURES

The Maintenance Machinist is the journey level class of the series. This class is distinguished from the 7337 Maintenance Machinist Assistant Supervisor in that the latter performs more complex and difficult duties and/or supervises subordinate Maintenance Machinists. The Maintenance Machinist is distinguished from the 7331 Apprentice Maintenance Machinist in that the latter works under the immediate supervision of a journey level 7332 Maintenance Machinist while completing apprenticeship requirements.

SUPERVISION EXERCISED

May supervise the activities of apprentices and serve as lead worker to a small number of co-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. Setting up and operating a variety of portable power and machine tools, stationary as well as portable manual machine tools and Computer Numeric Control (CNC) machine tools, such as, drills, engine lathes, saws, wrenches, and milling machines, as mills, lathes, drills, saws etc.

2. Rebuilding, refinishing, modifying, and/or fabricating replacement parts for pumps, engines, generators, cranes, parking meters, transit vehicles/railway coaches and railway cars, fire alarm boxes, compressors, dredges, and pipes lines, barges, ferry terminals and their components.

3. Maintaining and repairing a variety of instruments and mechanical equipment, including valves, castings, and various metal parts.

4. Diagnosing, installing, inspecting and testing of machinery, parts and equipment.

5. Reading schematic drawings, blueprints, and plans.

6. Preparing records and forms documenting work performed.
Title: Maintenance Machinist  
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7. Dismantling and assembling of light and heavy machines and/or equipment.

8. Manufactures/fabricates parts based on samples.

8. Performs other related duties and responsibilities.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Knowledge of: basic techniques of shop theory and bench work such as turning, milling, chipping, sawing, filing, drilling, welding (MIG and ARC), soldering, gearing, gear cutting, threading, grinding and heat treatment; maintenance and repair of a variety of equipment including hydraulically, electrically and pneumatically operated machinery; arithmetic functions needed for precise measurements in performing machining duties; safety rules and regulations in the workplace, field, and while operating equipment and the use of safe working practice to avoid accidents and injury; and familiarity with basic composition, characteristics, and uses of commonly used machine shop metals and materials.

Ability to: read/modify schematic drawings, blueprints and do layout work; understand and interpret the designs and measurements indicated on blueprint, equipment or parts specifications; read and perform the required procedures in operating, instruction, and service manuals; follow safety rules and regulations in the workplace, field, and while operating equipment; orally verbally communicate messages, instructions, directions and other ideas with a variety of people such as supervisors and co-workers in a clear and concise manner; present information in writing, expressing ideas, information and instruction clearly and concisely; establish effective working relationships and interact courteously with co-workers, supervisors and other department personnel; perform use MIG and ARC welding including using Oxy Acetylene equipment safely; ability to work under certain hazardous conditions and with hazardous materials while working with solvents and at high altitudes; lift heavy weights; and maintain a current valid Class C driver license; and use hand tools, measuring devices, and portable and stationary machine tools safely.

Skill to: use various tools in machining work proficiently to include the safe and efficient use of hand tools, measuring devices, and portable power tools and machine tools.

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.
Title: Maintenance Machinist  
Job Code: 7332

Experience:

1. Completion of a recognized four (4) year Maintenance Machinist’s Apprenticeship Program and two (2) years of full-time verifiable experience as a journey-level Maintenance Machinist performing duties equivalent to Class Job Code 7332 Maintenance Machinist (with primary responsibility in maintenance/repair rather than limited to machine tool operations); for positions at the PORT, the two (2) years of experience MUST have been in container crane maintenance (See NOTES #3) OR;

2. A combination of Two (2) years of trade-related training (a minimum of two years) and four (4) years of full-time verifiable experience as a journey-level Maintenance Machinist totaling six (6) years performing duties equivalent to Job Code 7332 Maintenance Machinist (with primary responsibility in maintenance/repair rather than limited to machine tool operations); AND

3. Possession of a valid Class C driver’s license to be submitted with your application. Candidates who fail to submit a valid driver’s license will not be allowed to participate in the examination process. Failure to maintain required license, will be cause for termination.

Note: For positions at the Port of San Francisco, the journey-level Maintenance Machinist experience MUST have been in the maintenance and operation of diesel engines and pile-driving equipment.

License and Certification:

Possession and maintenance of a valid Class C California driver license.

Nature of Work:

Work may involve: physical effort and considerable dexterity; continuous exposure to somewhat disagreeable physical and working conditions, such as, working underground or in dark, dusty, cramped, damp, dirty, noisy, and oily places; and use of ladders, cranes.

PROMOTIVE LINES

To: 7337 Maintenance Machinist Assistant Supervisor  
From: 7331 Apprentice Maintenance Machinist

ORIGINATION DATE: 1/12/61 1961


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.
Title: Maintenance Machinist
Job Code: 7332

BUSINESS UNIT(S): COMM, SFMTA