

**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: 27
Fiscal Year: 2013/2014
Posted Date: 3/6/14
Reposted Date: N/A

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

Item #	Job Code	Title
1	7306	Automotive Body and Fender Worker
2	7322	Automotive Body and Fender Worker Assistant Supervisor

For additional information regarding this proposed classification action, please contact Cathy Abela, Senior Personnel 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.

Copies of this notice may be obtained from the Department of Human Resources or from the website at: <http://sfdhr.org/index.aspx?page=109>. Copies of Civil Service Rule 109 may be obtained from the Department of Human Resources, the office of the Civil Service Commission at 25 Van Ness Ave, Suite 720, San Francisco, CA 94102 or from the website at: <http://www.sfgov3.org/index.aspx?page=328>.

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 Trenchel, Controller/ Budget Division
E-File

CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES

Title: Automotive Body and Fender Worker
Job Code: 7306

INTRODUCTION

Under general supervision, performs journey-level skilled work in connection with the maintenance, ~~and~~ repair, overhaul, removal, replacement and adjustment of the exterior and interior bodies of a wide variety of ~~equipment, including~~ automotive and transit equipment; ~~and performs related duties as required.~~

DISTINGUISHING FEATURES

This is a journey-level worker position in the Automotive Body and Fender Worker series. This job code is distinguished from the higher job classification 7322 Automotive Body And Fender Worker Assistant Supervisor in that the latter is the first line supervisor of 7306 Automotive and Body Fender Workers.

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. Fabricates sheet metal parts and fiberglass molds with body and fender tools (i.e.) Oxyacetylene welding torch, MIG equipment, hydraulic shear, sheet metal break and hand tools for the repair ~~and~~ replacement of damaged motor/~~vehicle and~~ transit equipment bodies; and fenders and radiators; fabricates and repairs as well as a variety of metal auxiliary equipment ~~on motor vehicles.~~
2. Straightens, replaces, rivets and repairs bumpers, fenders, panels and other exterior parts of motor vehicle equipment.
3. ~~Operates gas and electric welding equipment in the r~~Repairs, replaces, and aligns of vehicles bodies, frames, and radiators fiberglass parts on a variety of automotive equipment in compliance with shop manuals specifications using electric and hand power tools; repairs metal bodies and frames on trolley coaches, which may include street cars and cable cars.
4. ~~Repairs and r~~Replaces windows, fenders glass and weather stripping on transit equipment, cars and trucks.
5. Restore body surface utilizing plastic body filler.
6. Repairs metal bodies on transit vehicles, trucks and passenger cars.
7. Heats and straightens metal body surfaces using shrink methods with Oxyacetylene torch.

**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**

**Title: Automotive Body and Fender Worker
Job Code: 7306**

8. Drives a motor/transit vehicle from the yard to the repair shop and also transports supplies from shop to shop.
9. Performs related duties and responsibilities as assigned.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Knowledge of: auto body and fender principles such as fabricating, lining, welding, and straightening methods, practices, procedures and processes used in automobile body and fender repair work; body surfaces and structural members and methods used to replace and straighten body panels, sub-frames and frames; safety and hazardous material procedures, including using respirators, hand tools, materials and gas, electrical and other welding equipment; the understanding and use of Material Safety Data Sheet; auto body and fender related materials, their basic composition, characteristics, and uses; commonly used machine shop metals, and materials such as stainless steel, steel, aluminum, fiberglass, plastic filler, resin, matting, and cloth; the care and use of tools and materials necessary to automotive body and fender repair work.

Ability to: use various tools used in automotive body and fender work including heavy metal equipment, light equipment, air powered tools/equipment, hand tools, and frame straightening equipment in a safe and efficient manner; speak in a clear, concise and organized manner; listen with understanding; fill out forms and daily work sheets; read and comprehend written materials. determine the body repairs needed for a wide variety of damaged mobile equipment. Requires considerable skill in the use of the tools, materials and equipment of the trade.

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.

Experience:

Requires completion of high school, supplemented by completion of a Six (6) years of full-time verifiable recognized apprenticeship in the craft and work experience as an automotive body and fender worker of which two (2) three years of experience must have been as a journeyman - level auto body and fender worker; or an equivalent combination of training and experience.

Substitution:

Completion of an apprenticeship program in automotive body and fender work may substitute for the non-journey level automotive body and fender experience on a year-for-year basis.

LICENSE AND CERTIFICATION

Possession of a valid class C driver license.

**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**

**Title: Automotive Body and Fender Worker
Job Code: 7306**

SPECIAL REQUIREMENTS:

Note: Some positions require a class B driver license. Employees appointed to these positions will be required to obtain a class B driver license within six (6) months of appointment. Some positions require incumbents to perform frame repair.

PROMOTIVE LINES

To: 7322 Automotive Body And Fender Worker Assistant Supervisor

From: Entrance

ORIGINATION DATE: 7/2/1964

AMENDED DATE: 12/26/2008,

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

**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**

**Title: Automotive Body And Fender Worker Assistant Supervisor
Job Code: 7322**

INTRODUCTION

Under direction, performs skilled work in connection with the maintenance and repair of the exterior and interior bodies of a wide variety of equipment, including automotive and transit equipment; exercises work direction over a crew of automotive body and fender workers engaged in such work; and performs related duties as required.

DISTINGUISHING FEATURES

SUPERVISION EXERCISED

Requires responsibility for: explaining and carrying out work methods and procedures.

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 fabricating sheet metal parts for the repair or replacement of damaged motor vehicle and transit equipment bodies, fenders and radiators; fabricates and repairs a variety of metal auxiliary equipment on motor vehicles.
2. Supervises and participates in the straightening, replacement and repair of fenders, panels and other exterior parts of motor vehicle equipment.
3. Assigns tasks and operates gas and electric welding equipment in the repair of bodies, frames and radiators on a variety of automotive equipment; repairs metal bodies and frames on trolley coaches.
4. Repairs and replaces windows, fenders and weather stripping on transit equipment.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Knowledge of: the care and use of tools and materials necessary to automotive body and fender repair work.

Skill in: the use of the tools, materials and equipment of the trade.

Ability to: determine the body repairs needed for a -wide variety of damaged mobile equipment; understand and explain oral and written instructions: assigns and reviews the work of subordinates

MINIMUM QUALIFICATIONS

These minimum qualifications establish the education, training, experience, special skills and/or license(s) which are

**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**

**Title: Automotive Body And Fender Worker Assistant Supervisor
Job Code: 7322**

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.

Experience:

~~Requires completion of high school, supplemented by completion of a Eight (8) years of full-time verifiable recognized apprenticeship in the craft and work experience as an automotive body and fender worker of which four (4) five years of experience must have been as a at journeyman-level auto body and fender worker; or an equivalent combination of training and experience.~~

Substitution:

Completion of an apprenticeship program in automotive body and fender work may substitute for the non-journey level automotive body and fender experience on a year-for-year basis.

LICENSE AND CERTIFICATION

Possession of a valid class C driver license.

SPECIAL REQUIREMENTS:

Note: Some positions require a class B driver license. Employees appointed to these positions will be required to obtain a class B driver license within six (6) months of appointment.

PROMOTIVE LINES

To: No normal lines of promotion

From: 7306 Automotive Body And Fender Worker

ORINATION DATE: 11/15/1962

AMENDED DATE: 2/19/2009,

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