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: 38
Fiscal Year: 2013/2014
Posted Date: 05/01/14
Reposted Date: N/A

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

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<tr>
<th>Item #</th>
<th>Job Code</th>
<th>Title</th>
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<td>1</td>
<td>7309</td>
<td>Car and Auto Painter</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.Aabela@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: CAR AND AUTO PAINTER  
Job Code: 7309

INTRODUCTION

Under general supervision, performs skilled work in connection with the preparation and painting of surfaces of cars, trucks and specialized equipment such as buses, light rail vehicles, fire apparatus and cable cars using spray guns, brushes and rollers, refinishing and marking of a wide variety of automotive equipment; and performs related duties as required. Nature of work requires some physical effort and dexterity in the use of fingers, limbs and body and intermittent exposure to disagreeable working conditions.

DISTINGUISHING FEATURES

SUPERVISION EXERCISED

MAJOR, IMPORTANT, AND ESSENTIAL DUTIES

According to Civil Service Commission Rule 409, 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. Prepares and paints surfaces and related parts of specialized equipment as buses, streetcars, rail vehicles, cable cars, trucks, automobiles, fire engines-apparatus with various electric and air tools and chemical strippers in order to remove/change the existing finish. This includes coloring, sanding and polishing to remove graffiti from equipment, and other rolling stock by removing the existing finish by means of chemicals, blowtorch or by other methods; refinishes or repaints the equipment, using a brush or spray gun; prepares and paints heavy and light machinery; mixes paints and matches colors.

2. Fabricates and installs signs, vinyl lettering, stencils and decals to equipment and/or facilities. Makes destination signs for buses and streetcars, schedules, bus stop markers and a variety of other signs; letters vehicles and marks with various insignia, such as official seals and police stars by means of brushes and silk screen equipment; cuts stencils for lettering or for silk screens; prepares silk screens by attaching silk to frame, using a hand stapler and attaching film to silk by means of adhering solution; makes decal transfers using silk screen method; applies gold leaf to specialized equipment.

3. Paints surfaces of equipment with automotive paints, primers, sealers, varnish and various coatings using various types of spray guns, brushes, spray cans, and/or rollers; prepares mixes for matching furniture for refinishing by means of bleaches, paint remover, sanding or other method; applies new finish, such as stain, paints, varnish or lacquer.

4. Reports daily activities to supervisor by completing materials log including volatile organic compound (VOC) tracking report and other work logs in order to maintain accurate records. Then assigned, paints interiors and exteriors of various buildings, shops, or other structures; prepares surface for refinishing by removal of old surface; applies trim and appropriate lettering work on
Title: CAR AND AUTO PAINTER  
Job Code: 7309

5. Moves heavy equipment and supplies such as 5 gallon containers, thinner drums, furniture, vehicles parts, scaffolding and ground ladders in order to perform the required assignment.

6. Climbs on specialized vehicles (LRVs and fire apparatus) to height of 12 feet or more above ground utilizing ladders and staging and wearing safety harness in order to perform the assignment.

7. Wears Personal Protective Equipment such as respirator, fresh air breathing machine, and battery powered (mobile) breathing machine in the performance of assignments as prescribed by safety and operational procedures.

8. Performs other related duties as required.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Requires considerable Knowledge of: methods and techniques of car and auto painting; appropriate methods of paint removal and surface preparation; vinyl lettering, insignia and stencils transfer; laying out, cutting and transferring stencils; preparing and finishing different types of surfaces such as wood, aluminum, steel, iron, stainless steel, fiberglass etc.; blend, mix and match paints to achieve desired color shades; and to select and use appropriate tools, materials and equipment; the tools materials, equipment and techniques of the trade. Requires ability to mix and blend paints. Painting materials: basic composition, characteristics and uses of paint materials such as acrylic enamel, furniture lacquer, urethane, latex, epoxy and other types of paints, sealers, paint removers, thinners, varnish and stains; accurately estimate time and materials to complete the job. Safety procedures: proper safety procedures in the performance of the assignments and hazardous waste procedures; understanding of the Material Safety Data Sheets and the use of protective gear when using power equipment and materials; ability to read safety features, Material Safety Data Sheet and instructions on materials.

Requires considerable Ability to: the use of tools, materials and equipment of the trade; safe and efficient use of various types of, including the use of a spray guns, laying out and making of stencils, processing of signs using silk screen method, paint mixing/formulating machines, brushes, rollers, can shaker machines, squeegees, decals, stencils and lettering outlines, scaffolding, sanders, ladders and drop cloths; properly care and maintain tools and related equipment, work with gold leaf, and striping on automotive equipment, furniture, or similar striping work. Verbally communicate messages, instructions, directions and other ideas to coworkers and supervisors in a clear and logical manner; communicate clearly and effectively in writing; complete volatile organic compound (VOC) tracking and daily log sheets using computer programs/applications to document activities performed; effectively read, understand and apply technical information found in repair manual, service change bulletins, and applicable technical documents, including parts and supply manuals; work harmoniously with others in the workplace.
CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES

Title: CAR AND AUTO PAINTER
Job Code: 7309

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.

Requires completion of high school, supplemented by completion of a recognized four (4) year painting apprenticeship program in the craft and three two (2) years of fulltime verifiable experience as a journey-levelman within the last six (6) years performing duties equivalent to that of a 7309 Car and Auto Painter with the City and County of San Francisco (which must have included preparing and painting surfaces of cars or buses using spray guns, rollers and brushes; fabricating and installing signs, decals and applying insignias to equipment; preparing, refinishing and painting furniture; moving heavy equipment such as scaffolding, thinner drums, and furniture.)

Or an equivalent combination of six (6) years of verifiable training/experience as a Car and Auto Painter of which and two (2) years within the last six (6) years must be journey-level experience equivalent to that of a 7309 Car and Auto Painter with the City and County of San Francisco.

LICENSE AND CERTIFICATION

Possession of a valid Class C driver license

PROMOTIVE LINES

To: 7225 Transit Paint Shop Supervisor I
From: Entrance

ORIGINATION DATE: 6/6/1963

AMENDED DATE:

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, SFMTA