

City and County of San Francisco



Department of Human Resources

Edwin Lee  
Mayor

Micki Callahan  
Human Resources Director

**NOTICE OF FINAL ACTION TAKEN BY THE  
HUMAN RESOURCES DIRECTOR**

Date: May 16, 2014

Re: **Notice of Proposed Classification Actions –Final Notice No. 38 FY 13/14 (copy attached).**

In the absence of requests to meet addressed to the Human Resources Director, the classification actions contained in the above referenced notice became effective May 16, 2014.

Micki Callahan  
Human Resources Director

by: \_\_\_\_\_

A handwritten signature in black ink, appearing to read "Steve Ponder", written over a horizontal line.

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 – 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

**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.)*

Item #	Job Code	Title
1	7309	Car and Auto Painter

**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](mailto: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](mailto: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>.

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

**Title: CAR AND AUTO PAINTER  
Job Code: 7309**

**INTRODUCTION**

Under general supervision, prepares and paints surfaces of cars, trucks and specialized equipment such as buses, light rail vehicles, fire apparatus and cable cars using spray guns, brushes and rollers.

**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, rail vehicles, cable cars, trucks, automobiles, fire 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. 2. Fabricates and installs signs, vinyl lettering, stencils and decals to equipment and/or facilities.
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 paints.
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.
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.

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

**Title: CAR AND AUTO PAINTER  
Job Code: 7309**

**IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES**

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; 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.

Ability to: use tools, materials and equipment : safe and efficient use of various types of spray guns, 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. 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.

**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.*

Completion of a recognized four (4) year painting apprenticeship program and two (2) years of fulltime verifiable journey-level work experience as a Car and Auto Painter within the last 6 years performing duties equivalent to that of a 7309 Car and Auto Painter with the City of 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 a combination of six (6) years of verifiable training/experience as a Car and Auto Painter of which 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.

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

**Title: CAR AND AUTO PAINTER  
Job Code: 7309**

**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:** 5/16/2014

**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