NOTICE OF FINAL ACTION TAKEN BY THE HUMAN RESOURCES DIRECTOR

Date: May 30, 2014
Re: Notice of Proposed Classification Actions – Final Notice No. 42 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 30, 2014

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 – 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
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:  42
Fiscal Year:  2013/2014
Posted Date:  05/22/14
Reposted Date:  N/A

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

<table>
<thead>
<tr>
<th>Item #</th>
<th>Job Code</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>7388</td>
<td>Utility Plumber</td>
</tr>
</tbody>
</table>

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
INTRODUCTION

Under general supervision, performs skilled plumbing work in the Installation, maintenance and repair of water mains, pipes, meters, fire hydrants and hydrant leads; and performs related duties as required.

Requires responsibility for: carrying out and explaining existing policies and methods relative to installations maintenance and repair activities; maintaining ordinary records of time worked and materials expended. Nature of duties involves: considerable physical effort and dexterity in the use of the fingers, limbs and body; frequent exposure to physical and working conditions where moderately serious injuries may occur; working in inclement weather and disagreeable elements with possible health hazards.

DISTINGUISHING FEATURES

This is a journey-level class in the utility plumber series. It is distinguished from the next higher class 7250 Utility Plumber Supervisor I in that the incumbents in the latter class are responsible for organizing and supervising the activities of subordinates engaged in performing a wide variety of maintenance operations of water supply and distribution lines and facilities.

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. Installs new water services and mains or replaces or relocates services with copper, cast iron, wrought iron, plastic, or steel pipes and bronze, copper or galvanized fittings; drills and taps water mains.

2. Locates and repairs underground and surface leaks on service pipes and water mains; makes repairs under water pressure, using various methods; installs, changes, removes and makes field repairs to water meters; sets meters and meter boxes in conformity with established sidewalk grades; installs, relocates or changes temporary water mains and makes necessary alterations to water services and meters; removes meters and conducts flow and pressure tests.

3. Cleans and maintains traps; repairs gate valves; changes broken or worn spindles; repacks glands; assists in the operation of gate valves; checks air valves when filling mains; repairs leaks in cast iron mains using leak clamp for minor breaks, or in the case of large breaks, cuts out and removes broken section and installs new section; installs necessary piping and sets recording chart meters or registers on water mains and meters; recaulks joints on new and old mains; lays out and installs new mains and pertinent fittings.
Title: Utility Plumber  
Job Code: 7388

4. Supervises a small crew of semi-skilled and unskilled helpers in the performance of various maintenance activities or installations of new services; supervises and assists in the excavation and backfilling of trenches, the disinfection and flushing of mains and fittings and the setting up and operating of various equipment necessary to maintenance and installation activities.

5. Inspects, services, repairs and replaces defective parts of high and low pressure fire hydrants; makes needed repairs in the field when possible or removes hydrants for shop repair; operates, inspects and makes repairs to high and low pressure gate valves; caulks joints using suitable caulking materials and tools; paints fire hydrants; rebuilds hydrant bodies, inspects the installation and alteration of high pressure mains and hydrant leads; tests, inspects and services building standpipes; inspects, makes repairs to and fills fire cisterns; makes repairs and adjustments to high pressure recorders; inspects, services, repairs and replaces defective parts of reservoirs and tanks; may perform incidental maintenance or installation of inside plumbing when required.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Knowledge, Abilities and Skills: Requires good knowledge of the methods, tools, equipment and supplies used in the installation, servicing, repair and replacement of water mains, service pipes and connections, fire hydrants and other water supply installations. Requires the ability to: carry out duties according to instructions and use good judgment in making unsupervised or emergency repairs; cooperate with other employees in the performance of duties and supervise and inspect the work of subordinates.

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 a recognized apprenticeship program and three years of experience as a journeyman utility plumber working with water mains, pipes, hydrants and services for a water utility or three years with the City and County of San Francisco in Class 7463 or an equivalent combination of training and experience as a plumber working with large utility pipes.

LICENSE AND CERTIFICATION

Requires possession of a valid state motor vehicle operator’s license.

PROMOTIVE LINES

To: 7323 Fire Department Water System Assistant Supervisor  
7250 Utility Plumber Supervisor I  
7213 Plumber Supervisor I
Title: Utility Plumber
Job Code: 7388

From: Original entrance examination

7462 Utility Plumber Helper

ORIGINATION DATE: March 18, 1968

AMENDED DATE: Retitled: 7/1/77, 5/30/2014

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 SFCCD SFMTA SFUSD