

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 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: \_\_\_\_\_

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

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

Item #	Job Code	Title
1	7388	Utility Plumber

**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: Utility Plumber  
Job Code: 7388**

**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.

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

**Title: Utility Plumber  
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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

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

**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