NOTICE OF FINAL ACTION TAKEN BY THE
HUMAN RESOURCES DIRECTOR

Date: June 18, 2014

Re: Notice of Proposed Classification Actions – Final Notice No. 27 FY 13/14 (copy attached).

Pursuant to completion of discussion with Local 1414 Automotive Machinists, regarding this classification action, the classification action contained in the above referenced notice became effective June 18, 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
    E-File
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:** 3/6/2014  
**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>
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<tbody>
<tr>
<td>1</td>
<td>7306</td>
<td>Automotive Body and Fender Worker</td>
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**NO ACTION TAKEN ON THE FOLLOWING JOB SPECIFICATION(S):**

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For additional information regarding this proposed classification action, please contact Cathy Abela, Senior Classification and Compensation Analyst, at (415) 557-4898 or by email at Megan.Siems@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.


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INTRODUCTION

Under general supervision, performs journey-level skilled work in connection with the maintenance, repair, overhaul, removal, replacement and adjustment of the exterior and interior bodies of a wide variety of equipment including automotive and transit equipment. Performs other 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/or replacement of damaged motor vehicle and transit equipment body panels fenders and radiators; Fabricates and repairs a variety of metal auxiliary equipment on motor vehicles.

2. Straightens, replaces and repairs bumpers, fenders, panels and other exterior parts of motor vehicle equipment.

3. Operates gas and electric welding equipment in the repair, replacement, and alignment of vehicle bodies, frames, radiators and 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 replaces windows, glass and weather stripping on transit and non-revenue vehicles.

5. Restores body surface utilizing plastic body filler.

6. Repairs metal bodies on transit vehicles, trucks and passenger cars.
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.

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 orders/sheets; read and comprehend written materials.

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.

Education:

Possession of a high school diploma, GED or California High School Proficiency Certificate.

Experience:

Six (6) years of full-time verifiable work experience as an automotive body and fender worker of which two (2) years must have been at journey-level;

Substitution:

Completion of a recognized 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.
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.

SUPPLEMENTAL INFORMATION

Nature of work requires: considerable physical effort and manual dexterity in the use of fingers, limbs and body. May involve possible exposure to dust and chemical fumes that require wearing a respirator. Incumbents may be exposed to hazardous materials. Requires incumbents to work with body and fender tools such as Oxyacetylene/MIG welding equipment. May be required to work different shifts and perform basic computer skills (i.e. data entry, work order completion, etc.).

Appointees must meet medical standards for this position to include being able to pass the Respirator Health and Safety Examination and Fit Test.

PROMOTIVE LINES

To: 7322 Automotive Body And Fender Worker Assistant Supervisor  
From: Entrance

ORIGINATION DATE: 7/2/1964

AMENDED DATE: 12/26/2008, 06/18/2014

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):