NOTICE OF FINAL ACTION TAKEN BY THE
HUMAN RESOURCES DIRECTOR

Date: July 22, 2014
Re: Notice of Proposed Classification Actions – Final Notice No. 3 FY14/15 (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 July 22, 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
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: 3
Fiscal Year: 2014/2015
Posted Date: 07/14/14
Reposted Date: N/A

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

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<thead>
<tr>
<th>Item #</th>
<th>Job Code</th>
<th>Title</th>
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<tr>
<td>1</td>
<td>7120</td>
<td>Building and Grounds Maintenance Superintendent</td>
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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.

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


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INTRODUCTION

Under general direction, organizes, directs and supervises the maintenance and repair activities for a group of buildings and surrounding grounds including physical properties, machinery, equipment and other pertinent inside and outside facilities; maintains environmental health and safety compliance in accordance with local, state, and federal laws and regulations; assigns and directs the activities of various skilled craftsmen and others engaged in maintenance and operational activities; and performs related duties as required.

Requires responsibility for: Carrying out, developing, interpreting, coordinating and enforcing policies, methods and procedures for a comprehensive overall maintenance and repair program; making regular contacts with supervisory personnel in various departments and with representatives of outside organizations in connection with maintenance and repair matters; checking, reviewing and approving detailed operational and work performance data and reports.

DISTINGUISHING FEATURES

SUPERVISION EXERCISED

Supervision includes local administrative control and work assignments of craft personnel on extended or temporary assignments. Craft general foremen will supervise their respective workmen in those matters pertaining to craft or trade techniques or methods.

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. Supervises the activities and personnel engaged in the general maintenance and repair of all buildings and grounds which may include housekeeping activities.

2. Plans and directs a continuous preventative maintenance program; assigns duties to all permanent craft and building trade mechanics, operating engineers and maintenance personnel engaged in the upkeep and operations of buildings and adjacent grounds; inspects and certifies as to satisfactory completion of work done by city shops or crafts under private contract prior to certification for payment.

3. Makes recommendations to supervisor concerning probationary reports on employees supervised and in other matters; authorizes the employment of all temporary and/or interdepartmental specialized personnel for specific projects, as found necessary for the proper operation and maintenance of all facilities; keeps records of time and work done and other operational activities.

4. Confers with the administrator, department heads, city departments, and others concerned to effectuate necessary cooperation and coordination required in the satisfactory functioning of
Title: Building and Grounds Maintenance Superintendent
Job Code: 7120

maintenance and operational activities.

5. Designs, monitors and maintains building systems and maintenance operations using software; Plans and supervises the repair, maintenance and alteration of mechanical and electrical systems; advises administrator and department heads on specific operational or mechanical features of complex equipment.

6. Acts in behalf of the administrator or department head during various engineering and architectural design stages pertaining to the rehabilitation or repair of major machinery and equipment units; correlates various operations in connection with their installation.

7. Supervises all power plant operations including steam and electrical power generation and distribution; refrigeration and air conditioning; elevator equipment; supervises maintenance and repair of all laundry and kitchen equipment, elevators and repair shops.

8. Prepares annual budget estimates for activities supervised; confers with administrator on requirements for personnel, materials, supplies and equipment; subsequently is responsible for expenditures for professional and nonprofessional services and purchase of operational materials and supplies within budgetary allocations.

9. Supervises the maintenance and routine care of the landscaped areas adjacent to all buildings including care of trees, shrubs, flowers and lawns; supervises the maintenance of all pedestrian walks and automobile parking areas; and directs the removal of hazardous materials.

10. Performs related duties as required

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Knowledge, Abilities and Skills: Requires comprehensive knowledge of: The various crafts associated with mechanical operation and maintenance aspects of large plant machinery and equipment; building maintenance and repair practices and procedures and the operation and maintenance requirements of associated machinery and equipment including heating, ventilating, electrical and other utility equipment used in the repair and maintenance of public buildings and equipment, maintenance, repair and upkeep of adjacent grounds; local, state and federal guidelines for regulation and compliance pertaining to building maintenance and environmental health and safety.

Requires considerable ability to: Plan, organize and direct a comprehensive building and operational maintenance program including the development of maintenance standards; coordinate maintenance services with the operation of other building services and activities; work effectively with administrative personnel, subordinate supervisory employees, and representatives of outside agencies and groups.
Title: Building and Grounds Maintenance Superintendent
Job Code: 7120

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.

Training and Experience: Requires completion of high school, supplemented by at least ten years of progressively responsible experience in building maintenance and repair work and in the maintenance, repair and operation of a wide variety of associated mechanical, electrical, ventilating, heating and related machinery; or an equivalent combination of training and experience.

LICENSE AND CERTIFICATION

PROMOTIVE LINES

To: No normal line of promotion
From: 7205 Chief Stationary Engineer

ORIGINATION DATE:

AMENDED DATE: 7/22/14

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