NOTICE OF FINAL ACTION TAKEN BY THE HUMAN RESOURCES DIRECTOR

Date: August 22, 2014

Re: Notice of Proposed Classification Actions – Final Notice No. 9 FY 14/15 (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 August 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: 9
Fiscal Year: 2014/2015
Posted Date: 08/13/2014
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>7248</td>
<td>Steamfitter Supervisor II</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 affected 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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    E-File
INTRODUCTION
Under direction, plans, assigns and supervises the work of a group of subordinate steamfitters and first-level steamfitter supervisors engaged in a variety of maintenance and repair projects at various locations throughout the city; and performs related duties as required. Requires responsibility for: carrying out, interpreting, coordinating and enforcing existing methods and procedures relating to steamfitting maintenance and repair activities; making routine contacts with other departmental personnel in connection with steamfitting operations; preparing time and material records and reports.

DISTINGUISHING FEATURES
Class 7248 Steamfitter Supervisor II is distinguished from the lower level class 7349 Steamfitter Supervisor I by the increased responsibility in the management and supervision of the steamfitting shop and multiple crews of steamfitters.

SUPERVISION EXERCISED
The 7248 Steamfitter Supervisor II oversees the work of journey-level steamfitters, first-level steamfitter supervisors, and related craft workers.

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. Plans, assigns and directs the work of steamfitters and first level supervisors at various locations: coordinates work with other crafts which may be involved.

2. Estimates cost for various jobs.

3. Requisitions supplies and materials for various projects and locations: checks deliveries of materials and supplies for conformance with requisitions.

4. Keeps time of employees and maintains records of work accomplished and materials expended.

5. Inspects work in progress and completed work to assure conformance with specifications, instructions and standard procedures.

6. Assists in the development and advancement of subordinates through training and effective use of employee development program.

7. Performs other duties as required.
Title: Steamfitter Supervisor II
Job Code: 7248

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Requires considerable knowledge of: codes and safety regulations relating to boilers, steam heating systems and related equipment; the tools, materials and techniques used in steamfitting.

Requires ability to: make accurate labor and materials cost estimates; make and keep adequate operating reports and records; plan, assign and supervise the work of subordinate personnel; kneel and crouch; climb ladders; and lift objects weighing at least 50 pounds.

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.

1. Completion of a recognized steamfitters’ apprenticeship, or five years of verifiable experience as a steamfitter’s helper; AND
2. Six years of verifiable experience as a journeyman steamfitter; AND
3. Two years of verifiable experience equivalent to the scope and level of class 7349 Steamfitter Supervisor I, supervising and inspecting the work of a group of subordinate journey-level steamfitters; AND
4. Possession of a valid California Class C or III Driver’s License.

LICENSE AND CERTIFICATION

NOTES

SUPPLEMENTAL INFORMATION

Position requires working at a variety of job sites and under potentially hazardous conditions such as in and around raw sewage, at great heights, under all weather conditions, in cramped or enclosed areas, and in conditions where minor abrasions, bruises and burns may be encountered; and working varied shifts which may include nights, weekends and holidays.

PROMOTIVE LINES

To: No normal lines of promotion
From: 7349 Steamfitter Supervisor I

ORIGINATION DATE:
RETITLED 7/1/77

AMENDED DATE: 8/22/2014
Title: Steamfitter Supervisor II
Job Code: 7248

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