NOTICE OF FINAL ACTION TAKEN BY THE
HUMAN RESOURCES DIRECTOR

Date: September 12, 2014
Re: Notice of Proposed Classification Actions – Final Notice No. 12 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 September 12, 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: 12
Fiscal Year: 2014/2015
Posted Date: 9/4/2014
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>7449</td>
<td>Sewer Service Worker</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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INTRODUCTION

Under general supervision, is responsible for the activities of a service crew engaged in the maintenance of the city sewer system; personally performs a variety of sewer cleaning and maintenance tasks; and performs related duties as required.

Requires responsibility for making regular contacts with the general public in connection with providing information of sewer maintenance activities and requirements. Nature of work requires: sustained physical effort involving considerable standing, bending, and working in close quarters; exposure to working conditions where moderately serious injuries may occur; continuous exposure to extremely disagreeable working conditions involving work with and in raw sewage.

DISTINGUISHING FEATURES

SUPERVISION EXERCISED

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. Respond to service calls requesting maintenance on side and main sewers; locate breaks and makes repair; flush and rod clogged sewers; dye tests sewers in locating trouble in the system.

2. Inspect large main sewers for necessary repairs; inspect for proper side sewer and catch basin connections; build dams in sewer lines to divert flow during maintenance operations; examine and test sewers to determine causes of street depressions.

3. Clean grates and flush sewage pumping station sumps.

4. Assure all street openings are properly barricaded and in safe condition.

5. Contact occupants of property in connection with sewer maintenance work; prepare daily work and time reports.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Requires good knowledge of: the sewage system and related maintenance requirements; the tools, materials and equipment necessary to maintenance activities.

Requires ability to: evaluate maintenance problems in the field and take appropriate corrective
action; deal effectively and courteously with the general public.

Requires skill in the use of tools, materials and equipment necessary to sewer maintenance work.

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.

Two years of experience in the repair, construction, inspection, and maintenance of municipal sewer systems.

LICENSE AND CERTIFICATION

Requires possession of a valid California driver's license

SUPPLEMENTAL INFORMATION

PROMOTIVE LINES

To: 7246 Sewer Repair Supervisor II

From: 7448 Sewer Cleaner

ORIGINATION DATE: 7/1/1977 (retitled); 9/12/2014

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, SFMTA