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: 13
Fiscal Year: 2014/2015
Posted Date: 9/8/2014
Reposted Date: 10/3/2014

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

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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.


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
Title: MAINTENANCE SCHEDULER  
Job Code: 7219

INTRODUCTION

Under general supervision, coordinates, plans, organizes and administers schedules the scheduling of general planned and preventive maintenance, and the repair and construction of facilities and equipment using a Computerized Maintenance Management System (CMMS) program.

DISTINGUISHING FEATURES

Positions in job code 7219 Maintenance Scheduler is the entry-level classification.  It is distinguished from the 7262 Maintenance Planner, in that the latter is the journey level classification that performs the full range of duties related to maintenance planning and scheduling and final line supervisor may serve as a lead worker or first level supervisor.

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. Investigates, Process and schedule departmental work requests for various types of maintenance and repair; makes decisions and/or recommendations based on the priorities of the request.

2. Evaluates cost estimates provided by other sources such as vendors and other city agencies by determining time, labor and material requirements for the completion of service activities.

3. Develops list of materials and labor costs for recurring maintenance and/or other services.

4. Evaluates, create and modify corrective and preventive maintenance schedules.

5. Reports to supervisor difficult maintenance situations through written reports and memos explaining the unusual circumstances; discusses options and recommends course of action to be taken.

6. Prepares reports by compiling and assembling data on all maintenance and repair activities.

7. Interacts effectively and courteously with managers, co-workers, contractors, inspectors, and other personnel.

8. Maintains preventive maintenance procedures taking into account the frequency
associated with the change in system requirements and historical information; keeps current on new developments in maintenance and materials technologies.

Perform related duties and responsibilities as assigned.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Knowledge of: preventive maintenance; different crafts and trades; preventive maintenance; facilities maintenance and the maintenance and repair of physical plant components and structures.

Ability to: prioritize, schedule, and coordinate, and implement all planned as well as emergency maintenance activities including estimating maintenance services, in a logical manner to maximize staff and material resources; evaluate the appropriateness of cost estimates prepared by other sources such as vendors and other city agencies; deal courteously and effectively with individuals from diverse backgrounds, including staff, contractors, other city agencies, craft workers, supervisors, and members of the public; speak clearly and effectively to give oral instructions, answer questions and explain work-related information; prepare reports, memos, and related documents in a clear, and concise and understandable manner; to supervisors, public, contractors, craft workers and other city agencies; use a PC to access information from a database including extracting, and computing information utilizing word processing, CMMS and spreadsheet software.

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.

Experience:

One (1) year of verifiable administrative experience (i.e. coordinating such functions and procedures as maintaining records, compiling and assembling data, preparing documents, and controlling workflow) in facilities maintenance or construction or building trades. This experience must include entering information into a computer using a Computerized Maintenance Management System (CMMS) program with a database application.

LICENSE AND CERTIFICATION

Possession of a valid California Class C driver’s license.

PROMOTIVE LINES

To: 7262 Maintenance Planner

ORIGINATION DATE: 11/17/1971

AMENDED DATE: 1/21/2002 (restitled); 10/xx/2014
Title: MAINTENANCE SCHEDULER
Job Code: 7219

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
CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES

Title: MAINTENANCE PLANNER
Job Code: 7262

INTRODUCTION

Under direction, plans and coordinates general grounds maintenance and maintenance and repair and construction activities on various public buildings, industrial facilities and public rights of way grounds maintenance and repair activities to achieve optimum efficiency of manpower, time, equipment and material; performs related duties as required.

DISTINGUISHING FEATURES

7262 Maintenance Planner is the journey level classification that has the responsibility. Positions in this class are responsible for evaluating and scheduling facility and infrastructure maintenance and repair projects, for School District properties or for supervising the operations of the Airport’s Maintenance Control Center. This class is distinguished from the 7219 Maintenance Scheduler in that the latter is the entry level class responsible for performing routine maintenance scheduling duties. This class is distinguished from the 7263 Maintenance Manager in that the latter is the supervisory class and performs more complex and difficult duties related to maintenance planning operations for multiple large buildings and grounds.

SUPERVISION EXERCISED

Class 7262 may serve as a lead worker or first level supervisor over subordinate schedulers or clerical staff, or other 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. Investigates and evaluates departmental requests for various types of maintenance, and repair and construction projects. This may include on-site inspections of machinery and structures.

2. Prepare cost estimates for maintenance and repair activities and develop and maintains a list of materials and labor costs for recurring maintenance jobs. Establishes and reviews weekly planned maintenance work schedules for various crafts, including time, material, and manpower projections; monitors progress of maintenance work in relation to specified schedules; recommends corrective actions as necessary.

3. May utilize data processing equipment in developing standards and guidelines regarding time, manpower and material projections; consults maintenance records and applies newly developed methods, procedures and material technology.

3.4. Assists in establishing, maintaining and modifying a Plan maintenance and repair schedules for routine and preventive maintenance to ensure uninterrupted operation of systems; Develop new preventive maintenance procedures as required to adjust to changes in system operations, use patterns and new developments in maintenance and materials technologies, program for departmental properties.
CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES

Title: MAINTENANCE PLANNER
Job Code: 7262

4. 5. Report difficult maintenance situations to the supervisor and recommend a course of action. Assists in developing the annual budget and in projecting long-range maintenance budget needs.

5. Prepare statistical reports on all maintenance and repair activities.

6. May supervise the work of subordinate personnel such as estimators, and schedulers and clerical staff by planning, assigning, coordinating and directing work assignments, at the Airport's Maintenance Control Center.

7. Maintain and evaluate equipment and/or systems maintenance history records to ensure accurate and timely assessment of equipment and system performance with respect to work performed, frequency of failure and labor and materials costs.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Requires Knowledge of: general buildings, industrial facility and public right of way construction and maintenance; and grounds maintenance procedures; building materials; planning, estimating and scheduling techniques and procedures related to building, industrial facility, grounds and public right of way construction; and CMMS (Computerized Maintenance Management System), their use and limitation; applicable codes, laws and ordinances; some knowledge of engineering principles, their application to repair and alteration work in a variety of structures; current labor costs of buildings and grounds maintenance and alteration.

Requires Ability to: exercise good judgement in planning and detailing maintenance work; apply Operating Manual procedures to current and best practices; write comprehensive reports and prepare records using software applications; analyze and summarize items such as forms, schedules, work progress reports, instruction checklists, preventive maintenance/job plans, management reports, Key Performance Indicator (KPI), and asset history reports; maintain and update asset records and PM schedules; accomplish work assignments while dealing effectively, tactfully and courteously with co-workers, craft workers and supervisors, the public, tenants, regulatory agencies and management personnel; establish and maintain effective and cooperative working relationships; and use a personal computer, interpret and evaluate need and cost of building and grounds maintenance and repair work; analyze and prepare plans and specifications; conduct investigations and prepare comprehensive reports; develop solutions to maintenance problems by use of new materials and procedures; operate user electronic data processing equipment.

Skill to: communicate effectively, clearly and courteously with staff, craft workers, supervisory personnel, senior management, tenants, regulatory agencies and the general public orally and in writing.
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 completion of a recognized apprenticeship in a craft and three years journey experience in maintenance and repair work, or the equivalent combination of education and work experience.

1. Three (3) years of verifiable experience in one of the following areas:
   a) as a maintenance estimator and/or scheduler or equivalent in facilities (building utilities, related structures and equipment) maintenance;
   b) as a maintenance planner for construction or facilities/equipment maintenance;
   c) as a supervisor of journey level workers in a construction or facilities/equipment maintenance related field; OR

2. Four (4) years of verifiable journey level experience in a construction or facilities/equipment maintenance related field; OR

3. Completion of a minimum four (4) year Building and Trades certified apprenticeship program and two years journey level of experience in a construction or facilities/equipment maintenance (a copy of apprenticeship certificate must be submitted with application)

Minimum Qualifications Notes:
For minimum qualifications #1, #2 and #3 listed above, the experience must include one (1) year using a Computerized Maintenance Management System (CMMS) program.

LICENSE AND CERTIFICATION

License: Possession of a valid California driver's license.

PROMOTIVE LINES

To: 7263 Maintenance Manager

ORIGINATION DATE: 4/29/1982

AMENDED DATE: 6/7/1982 (retitled); 10/xx/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
Title: MAINTENANCE PLANNER
Job Code: 7262