NOTICE OF FINAL ACTION TAKEN BY THE HUMAN RESOURCES DIRECTOR

Date: October 14, 2014

Re: Notice of Proposed Classification Actions – Final Notice No. 13 FY 14/15 (copy attached).

Pursuant to completion of discussion with IBEW Local 6 and UA Local 38 regarding this classification action, the classification action contained in the above referenced notice became effective October 14, 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: 13
Fiscal Year: 2014/2015
Posted Date: 9/08/2014
Reposted Date: 10/03/2014

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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</thead>
<tbody>
<tr>
<td>1</td>
<td>7219</td>
<td>Maintenance Scheduler</td>
</tr>
<tr>
<td>2</td>
<td>7262</td>
<td>Maintenance Planner</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 general supervision, coordinates and schedules general planned and preventive maintenance of facilities and equipment using a Computerized Maintenance Management System (CMMS) program.

DISTINGUISHING FEATURES
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 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. Process and schedule departmental work requests for various types of maintenance and repair.

2. Evaluate, create and modify corrective and preventive maintenance schedules.

3. Report to supervisor difficult maintenance situations.

4. Prepare reports by compiling and assembling data on all maintenance and repair activities.

5. Interact effectively and courteously with managers, co-workers, contractors, inspectors, and other personnel.

6. Perform related duties and responsibilities as assigned.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES
Knowledge of: different crafts and trades; preventive maintenance; facilities maintenance and the maintenance and repair of physical plant components and structures.

Ability to: schedule and coordinate all planned maintenance activities in a logical manner to maximize staff and material resources; 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 and documents in a clear and
Title: MAINTENANCE SCHEDULER
Job Code: 7219

Concise manner; utilize 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.

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. This experience must include using a Computerized Maintenance Management System (CMMS) program.

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 (retitled); 10/14/2014

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 SFCCD SFMTA SFUSD
INTRODUCTION

Under direction, plans and coordinates general grounds maintenance and maintenance and repair activities on various public buildings, industrial facilities and public rights of way 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 for evaluating and scheduling facility and infrastructure maintenance and repair projects. 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.

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. Investigate and evaluate departmental requests for various types of maintenance and repair. 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.

3. 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.

4. Report difficult maintenance situations to the supervisor and recommend a course of action.

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

6. May supervise the work of subordinate personnel such as estimators, schedulers and clerical staff by planning, assigning, coordinating and directing work assignments.

7. Maintain and evaluate systems maintenance history records to ensure accurate and timely assessment of equipment and system performance with respect to work performed, frequency
IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Knowledge of: general building, industrial facility and public right of way construction and maintenance; 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).

Ability to: exercise good judgment 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.

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.

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 (2) 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.
Title: MAINTENANCE PLANNER
Job Code: 7262

LICENSE AND CERTIFICATION
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); 10/14/14

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