NOTICE OF FINAL ACTION TAKEN BY THE
HUMAN RESOURCES DIRECTOR

Date: October 31, 2014

Re: Notice of Proposed Classification Actions – Final Notice No. 22 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 October 31, 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: 22
Fiscal Year: 2014/2015
Posted Date: 10/23/2014
Reposted Date:

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

<table>
<thead>
<tr>
<th>Item #</th>
<th>Job Code</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>6317</td>
<td>Assistant Construction Inspector</td>
</tr>
<tr>
<td>2</td>
<td>6318</td>
<td>Construction Inspector</td>
</tr>
</tbody>
</table>

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, performs construction inspection in conjunction with public works construction projects to ensure compliance with contract plans, specifications, applicable codes and safety regulations. Engineering construction inspection includes but is not limited to the following activities: earthwork and paving, roadway renovation and improvement, water supply and sewer collection pipeline, portland cement concrete, protective coating, pile driving, drilled pier, tunneling/jacking, trackwork, track improvements, power distribution and transmission systems, electrical overhead contact systems, signal, control and data acquisition systems, radio and telecommunications systems, including fiber optic networks, power substations, vehicle modifications and retrofits, bridges, ADA retrofits and facilities, building renovation and improvements, operating equipment, heating, ventilation and air conditioning systems, electrical and mechanical work, and landscaping and irrigation work.

DISTINGUISHING FEATURES

6317 Assistant Construction Inspector: This is the entry-level class in the Construction Inspector series. This class is distinguished from the Construction Inspector class in that the latter class performs full journey-level duties and may supervise Assistant Construction Inspectors. Assistant Construction Inspectors are typically assigned duties of a well-defined nature and with increased experience are gradually assigned projects with a greater scope of responsibility.

6318 Construction Inspector: This is the journey level position in the Construction Inspector series. The Construction Inspector is distinguished from the Senior Construction Inspector by the latter's responsibility for more difficult projects and the supervision of staff. The Construction Inspector is distinguished from the Assistant Construction Inspector in that the latter is the entry level classification and may be supervised and/or trained by the Construction Inspector. Positions in this class are flexibly staffed and are normally filled by advancement from the class 6317 level, or when filled from the outside, require prior related work experience.

SUPERVISION EXERCISED

Depending on the assignment, the Construction Inspector may supervise Assistant Construction Inspectors and/or assigned professional, technical and 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. Monitors and inspects the work of contractors for compliance with plans, specifications and schedules.
2. Prepares project documentation including daily reports, force accounts, materials testing, and other construction records.
3. Participates in and/or conducts planning, preconstruction, coordination, progress,
scheduling and field staff meetings.
4. Reviews plans, specifications, submittals, shop drawings, change orders, constructability reviews and contract closeout records.
5. Assists in detecting and resolving disputes and/or problems and responds to complaints from the public.
6. Ensures that all required tests, operations, measurements, and inspections are scheduled, ordered, satisfactorily completed and documented for quality assurance/quality control compliance.
7. Verifies and prepares quantity and progress estimates for progress payments.
8. Maintains records on unit price quantities, labor, equipment and progress for change order work.
9. Reviews and approves change orders for implementation.
10. Makes field measurements and maintains as-built drawings records.
11. Conducts and/or witnesses testing of contract material, equipment, and installations.
12. Reports safety and traffic hazards, defective work and debris to the contractor for correction.
13. May monitor the excavation, loading and off-haul of hazardous materials from construction sites and ensure compliance with local, state and federal laws pertaining to hazmat.
14. Drives a vehicle to inspection sites.
15. Performs other related duties and responsibilities as assigned.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Assistant Construction Inspectors will be expected to learn the knowledge, skills and abilities required to perform effectively as a journey level Construction Inspector. Assistant Construction Inspectors are also expected to increase their knowledge in technical, policy and procedural aspects of the job, increase their competence to be able to independently make accurate assessments, and to complete reports in the prescribed manner.

Knowledge of: Construction inspection methods and current construction techniques; construction materials necessary to determine the quality and correct use in projects; and safe working habits and regulations in relation to different phases of construction.

Ability to: Understand and interpret contract plans and specifications to administer the contract; perform difficult mathematical computations and apply results to inspection work; prepare various types of reports and other written communications necessary for record keeping and letters to contractors; communicate effectively and harmoniously with superiors, coworkers, contractors, and engineers either in person or by telephone; and work effectively with the public, other departments, contractors and engineers.

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.

6317 Assistant Construction Inspector:

1. Two (2) years of verifiable full-time experience in construction inspection work ensuring that plans and specifications are complied with, and the workmanship and material used meet specifications; OR
2. A baccalaureate degree from an engineering or architecture program that is accredited by the Accreditation Board for Engineering and Technology (ABET); OR
3. Two (2) years of verifiable full-time experience in construction, at the Superintendent/General Foreman level, supervising construction crews of more than six employees. Journey-level construction experience and/or drafting experience will not be accepted as qualifying.

Substitution:

1. Two (2) years of verifiable full-time experience equivalent to the City and County of San Francisco class 5310 Survey Assistant I, 5346 Mechanical Engineering Associate I, 5354 Electrical Engineering Associate I, 5364 Civil Engineering Associate I, 5305 Materials Testing Technician and 6230 Street Inspector may substitute for up to one (1) year of the required experience under #1 of the Experience and Training Guidelines for the Assistant Construction Inspector.
2. Possession of an associate degree in construction or engineering from an accredited college or university may substitute for up to one (1) year of the required experience under Minimum Qualification #1.

6318 Construction Inspector:

1. Two (2) years of verifiable full-time experience in City and County of San Francisco class 6317 Assistant Construction Inspector; OR
2. Four (4) years of verifiable full-time experience in construction inspection work ensuring that plans and specifications are complied with and the workmanship and material used meet specifications.

Substitution:

1. A baccalaureate degree in Engineering or Architecture from an accredited college or university and/or experience as an Engineer on a level equal to City and County of San Francisco class 5203 Assistant Engineer or as an Architect on a level equal to City and County of San Francisco class 5265 Architectural Associate I or higher may substitute for up to two years of the required experience under Experience and Training Guidelines #2 for the Construction Inspector.
2. Two (2) years of verifiable full-time experience as a surveyor may substitute for up to one (1) year of the required experience under Experience and Training Guidelines #2 for the
Construction Inspector.

3. Experience in construction, at the Superintendent/General Foreman level, supervising construction crews of more than six may substitute for up to two (2) years of the required experience on a year for year basis. Journey level construction experience and/or drafting experience will not be accepted as qualifying under #2 for the Construction Inspector.

4. Possession of an associate degree in construction or engineering from an accredited college or university may substitute for up to one (1) year of the required experience under Minimum Qualification #2.

Notes:

1. May be required to work under extreme weather conditions such as heat or cold, climb ladders, walk on uneven surfaces and/or stand for a long duration.

LICENSE AND CERTIFICATION

Possession of a valid California Driver’s License.

PROMOTIVE LINES

ORIGINATION DATE: 1/3/2001

AMENDED DATE: 11/30/2005; 10/31/2014

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
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