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: 26
Fiscal Year: 2014/2015
Posted Date: 12/15/2014
Reposted Date:

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

<table>
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<tr>
<th>Item #</th>
<th>Job Code</th>
<th>Title</th>
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<tr>
<td>1</td>
<td>7313</td>
<td>Automotive Machinist</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.


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
    Sandra Eng, CSC
    Linda Cosico, DHR
    Maria Newport, SFERS
    Risa Sandler, Controller/Budget Division
    Devin Macaulay, Controller/ Budget Division
    Theresa Kao, Controller/ Budget Division
    Drew Murrell, Controller/ Budget Division
    Alex Koskinen, Controller/ Budget Division
    E-File
INTRODUCTION

Under general supervision, performs skilled machinist work in connection with the major overhaul and reconditioning maintenance, repair and overhaul of all types of automotive engines, heavy-duty and off-road vehicles and power-driven equipment, such as diesel trucks and buses, firefighting vehicles, compressors, generators, graders, backhoes, tractors, small engines (lawn mowers, etc.) and electric motors (on carts, etc.); fabricates new parts; and performs related duties as required. Nature of the work involves: some physical effort and considerable dexterity in the use of the fingers, limbs and body; continuous exposure to physical and working conditions where minor injuries may be incurred.

DISTINGUISHING FEATURES

The Automotive Machinist is the journey level class of the series. This class is distinguished from the 7315 Automotive Machinist Assistant Supervisor in that the latter exercises work direction over a group of subordinate Automotive Machinists.

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. Maintains, repairs, overhauls, and services heavy-duty and off-road vehicles and power-driven equipment using hand tools, power tools and machine tools such as lathes, drill presses, milling machines, planers, shapers, grinders, lapping machines, boring bars, refining tools and other machine tools within the jurisdiction of this craft used in the major overhaul, reconditioning and repair of engines and other component parts of automotive vehicles.

2. Designs, and makes machine tools and special equipment; machines or fabricates and welds new parts.

3. Maintains records of equipment mileage, service/repair logs, materials and parts logs, and equipment and parts orders. Reconditions, refinishes and renews connecting rods, bearings, pistons and rings; fits and installs parts and assemblies in motors.

4. Responds to incoming emergency calls and may go to the site of the breakdown; may tow vehicles. Rebores cylinders; grinds valves and valve seats; line bores main bearings; installs crank shafts; grinds fly wheels; bores cylinder blocks.

5. Inspects, tests, and reviews vehicles and equipment as part of the preventive maintenance...
Title: Automotive Machinist  
Job Code: 7313

6. Diagnoses malfunctions using rebuilds and tests equipment, manufacturers’ specifications and repair manuals, and observation both in the shop and in the field in order to determine needed repairs voltage regulators; rebuilds and tests generators.

7. Orders supplies, parts and May make estimates of materials necessary for the maintenance, repair and servicing of equipment and/or vehicles and labor cost and machining work.

8. Drives city vehicles and operates equipment to diagnose malfunctions and to conduct final inspection of work completed.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Knowledge of: heavy duty mechanics and the functioning of various mechanical, hydraulic and pneumatic assemblies and structures in heavy duty and off-road vehicles and power-driven equipment to be able to disassemble parts, evaluate malfunctions and make major repairs and overhauls; preventive maintenance; the operation and safety requirements of the machining and welding equipment, use of protective gear with all power equipment, and maintenance of a safe working environment and regulations concerning the handling of hazardous materials and toxic waste.

Ability to: safely and efficiently use hand, power and machinist tools necessary to repair and overhaul various mechanical, hydraulic and pneumatic assemblies of heavy duty vehicles and equipment including assorted hand tools, measuring instruments, pneumatic tools, alignment rack, machine tools such as lathes, drill presses, valve facers and reseaters, grinders, boring bars and welding and cutting equipment; troubleshoot, diagnose and analyze mechanical, hydraulic and pneumatic malfunctions using test equipment and repair manuals; properly use voltmeters, ammeters, battery load testers, etc., to test electrical systems and computer control systems and to make precise measurements; read and use specifications and repair manuals provided by equipment manufacturers, apply precise measurements, and use appropriate parts and repair procedures as specified; communicate effectively and tactfully with co-workers and supervisors to solve problems and to complete written shop and vehicle operating records.

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.

Education:
Requires completion of high school, supplemented by completion of a recognized
Experience:

A combination of journey-level experience and/or apprenticeship training as an automotive machinist or heavy-duty mechanic totaling six (6) years in which the major duties were disassembling, repairing, overhauling and installing mechanical, electrical and hydraulic assemblies in heavy duty and off-road vehicles and power-driven equipment, in the craft and three years of experience as a journeyman automotive machinist; or an equivalent combination of training and experience. To be considered qualifying, this experience must include the use of machine tools such as valve refacers, hydraulic and drill presses, lathes and grinders. Requires considerable ability to: read and work from sketches and drawings; keep simple records and make reports on machine shop activities. Requires a high degree of mechanical aptitude and skill in the use and operation of metal working machines, tools, materials and equipment.

License and Certification:

Possession of at least a Class C (or III) driver license at the time of application; ability to obtain a Class B (or II) driver license and Medical Certificate at the time of appointment.

Positions at some city departments require that the candidate must be able to obtain a Class A (or I) driver license with Medical Certificate within two months of the time of appointment. Failure to maintain the required license may be cause for termination.

SUPPLEMENTAL INFORMATION

Nature of work: involves some physical effort and considerable dexterity in the use of the fingers, limbs and body; continuous exposure to physical and working conditions where minor injuries may occur. May be required to work nights, weekends and/or holidays.

PROMOTIVE LINES

To: 7315 Automotive Machinist Assistant Supervisor

From: Entrance

ORIGINATION DATE: 06/22/1961

AMENDED DATE: 12/XX/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