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: 27
Fiscal Year: 2014/2015
Posted Date: 12/19/2014
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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<tr>
<td>1</td>
<td>7412</td>
<td>Automotive Service Worker Assistant Supervisor</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, the Automotive Service Worker Assistant Supervisor performs a variety of semi-skilled work in connection with the maintaining, enance and servicing and safety checking different types of gasoline, diesel, propane, natural gas and alternate fuel source vehicles of a wide variety of automotive equipment, and exercises work direction over a small group of subordinate service workers engaged in such work, and performs related duties as required.

DISTINGUISHING FEATURES

This is the assistant supervisor position in the Automotive Service Worker series. It is distinguished from the 7410 Automotive Service Worker by its supervisory duties.

SUPERVISION EXERCISED

Positions in this job code supervise 7410 Automotive Service 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. Operates and supervises the operation of a variety of automotive servicing equipment and hand tools such as towing vehicles, tire repair and balancing equipment, fuel pumps, automotive oil dispensers, battery chargers, grease guns, wrenches, and other equipment/tools for maintaining vehicles.

2. Assigns road calls in response to field service calls requiring tire changing, starting stalled vehicles with booster cables/battery charger, priming a fuel system, fueling and restarting a diesel engine, minor onsite repairs, or towing disabled vehicles to service center or other repairs.

3. Operates and supervises the operation of refueling station and/or tire shop by dispensing correct fuel (gasoline, diesel, propane or natural gas etc.), checking oil levels, radiator coolant, washing, cleaning, vacuuming and steaming of vehicles; and inspecting tires pressure and properly repairing tires mounted on solid or split rim wheels; maintaining correct tire stock; and ordering replacements in facilities requiring tire service and performing other routine service and safety checks.

4. Performs and supervises regular and preventative maintenance on vehicles such as changing engine oil and filter; checking cooling system, changing transmission fluid and filters, checking and changing differential fluid; adjusting belts; inspecting brake linings, tire condition and pressure, vehicle lights, and wiper blades/motor; and making visual safety checks of vehicle. Under general supervision, makes minor repairs such as tire changes; replacement of batteries and cables, light bulbs, wiper blades, belts and radiator hoses; greases fittings and other similar repairs. Also includes the regular interior and exterior cleaning of the vehicle; as well as “staging”
vehicles in accordance with maintenance needs/demands.

5. Maintains and supervises the maintenance of shop area by keeping the area clear of refuse and debris, using a shop "spill kit" when necessary, ensuring that all equipment is in good working condition, and correctly storing all equipment and materials, including hazardous materials.

6. Prepares shop records by correctly completing vehicle maintenance forms, job work orders, vendor purchase orders, requisitions to storekeeper, vehicle trouble reports, and warranty forms and other job-related forms.

7. Supervises a group of employees by assigning work, overseeing employees, assisting staff, reviewing work and training subordinates.

8. Assists automotive mechanics, as required by supervisor, in working on specified automotive jobs requiring mechanic supervision. This refers to jobs such as additional mechanical repairs, vehicle inspection and salvaging parts and equipment from disabled vehicles. Operates service vehicles by driving, towing and/or pushing disabled vehicles with or without passengers to a safe location for repairs and/or for storage, in order to ensure that city, transit, and off-road vehicles are served immediately.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Knowledge of: service equipment for the maintenance of vehicles and the use of such equipment in a safe and efficient manner; the differences in motor oils and their uses; repairing, changing, and balancing tires; changing belts and filters; charging batteries and starting an engine with booster cables; fueling and priming a fuel system; checking vehicle lights; simple routine servicing and safety checks; safe working practices and the correct use of tools and equipment; the correct handling, proper storage and disposal of toxic materials and other including substances including: vomit, feces, blood, urines, etc.; the use of Personal Protection Equipment (PPE) when required.

Ability to: drive a variety of vehicles, such as tow trucks, fork lifts, cranes and road equipment; use basic hand tools and equipment such as wrenches, hammers, screwdrivers, pneumatic equipment, hydraulic hoist, steam cleaner, car washing equipment, lube and oil equipment, parts cleaner, battery charger, tire changing equipment, etc.; give and follow verbal instructions; respond orally in a clear manner using correct terminology related to automotive service equipment; prepare written instructions, reports, records, and forms as required; read documents such as technical manuals and operating instructions; work effectively supervisors, subordinates, vendors, automotive mechanics, and others; supervise subordinates through planning, assigning and monitoring their work; train subordinates with the proper use of service equipment and in the performance of required duties; use a computer for word processing, preparing reports, preparing spreadsheets and other work related documents, researching and reviewing database files.

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**

**Education:**
None.

**Experience:**
Three (3) years of **fulltime** verifiable work experience performing semi-skilled work in maintenance, servicing, and safety-checks of gasoline and diesel vehicles at a level equivalent to job code 7410 Automotive Service Worker. (Service Station experience will be accepted only if it includes servicing and maintenance of vehicles. Experience in self-service stations is not qualifying).

**License and Certification:**
Possession of a valid California Class C driver’s license; **AND**

Some positions may require possession of or the ability to obtain the following licenses or driver’s license endorsements within six months of appointment:

A valid California Class A driver's license to drive heavy equipment;

A valid California class B driver’s license with P (Passenger) endorsement and no air brake restriction;

A valid M1 endorsement to drive motorcycles;

A valid X endorsement to drive tank and handle hazardous materials vehicles.

**SUPPLEMENTAL INFORMATION**

**Nature of work:** may require exposure to disagreeable weather conditions and hazardous work situations; handling hazardous materials and waste (some positions may require cleaning: vomit, feces, blood, urine, etc.); occasional lifting of objects up to 50 pounds and carrying them for moderate distances; wearing required safety equipment, such as a respirator or dust mask; wearing specialized clothing such as mechanic coveralls, safety vest, etc.; walking or standing for extended periods of time; and working weekends, holidays and different shifts. Positions require the use of a computer.

**PROMOTIVE LINES**
Title: Automotive Service Worker Assistant Supervisor
Job Code: 7412

To: No normal lines of promotion
From: 7410 Automotive Service Worker

ORIGINATION DATE: 07/01/1977
AMENDED DATE: 05/16/2001, 05/30/2012, 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