NOTICE OF FINAL ACTION TAKEN BY THE 
HUMAN RESOURCES DIRECTOR

Date: March 2, 2015

Re: Notice of Proposed Classification Actions – Final Notice No.43 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 March 2, 2015.

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
Michael Brown, 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
Drew Murrell, Controller/ Budget Division
Alex Koskinen, 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: 43
Fiscal Year: 2014/2015
Posted Date: 2/12/2015
Reposted Date: 2/18/2015

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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<tbody>
<tr>
<td>1</td>
<td>7316</td>
<td>Water Service Inspector</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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    Drew Murrell, Controller/ Budget Division
    Alex Koskinen, Controller/ Budget Division
    E-File
Title: Water Service Inspector  
Job Code: 7316

INTRODUCTION

Under general supervision, makes inspections of all types of water services, meters and connections; makes collections from large water consumers; may shut off water supply to enforce payment; connects services to supply water to shipping; investigates complaints regarding water services; and performs related duties as required.

Requires responsibility for: carrying out and explaining existing methods, procedures, rules and regulations pertaining to consumer water services; making regular contacts with the general public, property owners, tenants, building managers, general contractors and other building construction representatives for furnishing or obtaining information and explaining specialized matters pertaining to water services; preparing and maintaining regular operating records pertaining to water services. Nature of work involves considerable sustained physical effort with occasional heavy work requiring manual effort and dexterity with frequent exposure to accident and health hazards and somewhat disagreeable elements.

DISTINGUISHING FEATURES

This is the journey level class in the Water Service Inspector series. It is distinguished from the higher level 7317 Senior Water Service Inspector in that the latter has supervisory responsibilities.

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 complaints and emergency calls pertaining to poor pressure, noises in pipes and fixtures, dirty water, water seepage, bad tastes and odors; determines causes of faults, remedies conditions if possible or makes arrangements for dispatching repair crews, or recommends repairs be made by commercial plumber; inspects buildings and/or blueprints to determine size of service and meter necessary to insure adequate water supply.

2. Removes meters and conducts flow and pressure tests; advises party on premises of results; reinstalls meter.

3. Reads water meters for changes of accounts; turns water on for beginning of new-account; inspects premises for leaks or faulty fixtures; opens pipes on inside and outside of buildings; obtains applications for water service from new ‘occupants; collects deposits; notifies party of any faulty conditions found.

4. Makes arrangements for replacement of meters, faulty or noisy; reports faulty pavement adjacent to meter and over service lines; inspects sidewalk areas which have been broken in connection with water service installation or repair; replaces faulty meter box covers; makes
Title: Water Service Inspector  
Job Code: 7316

reports of all conditions found and actions taken.

5. Acts as special collector for the settlement of delinquent accounts; discontinues services after due notice in an effort to enforce collection; maintains records of amounts collected; reports accounts considered as poor credit risks; discusses high bills, collection procedures and department rules and regulations with consumers.

6. Determines causes of unusual consumption; checks premises as to type of occupancy; contacts owners or agents and interviews consumers to obtain all available information; inspects and tests meters for possible non-operation, irregular operation or other faults; inspects plumbing, piping and fixtures; takes whatever remedial action that might be necessary and makes official report of findings.

7. Acts as water service representative in providing water service to ships at various piers and waterfront locations; goes aboard ship to obtain signatures of responsible officers and confirm request for water; determines quantity of water desired and type of service connections necessary; subsequently disconnects meter and service-hose when service is no longer required; maintains and repairs water hose services, connections, fittings and couplings; makes emergency repairs when necessary; keeps related records of services and work performed.

8. Determines and later verifies that water services have been tapped in designated locations and that service and meters have been installed correctly; in cases of buildings supplied by two or more meters, determines precisely what each meter supplies and checks cross-connections between meters; determines whether or not certain services should be continued, discontinued, abandoned or kept for possible future use.

9. Maintains surveillance of all building construction and street contract work in the city and county and arranges for water service for such work in accordance with department rules; computes charges therefor by use of meters or by calculations, in cases where unmetered service is rendered, and makes required reports; inspects fire hydrants and notifies fire department when hydrants are damaged or not being used properly; investigates illegal use of water from fire hydrants and water department service connections and takes necessary action to stop violations; interprets rules and regulations regarding water usage to contractors, superintendents and engineers.

10. May performs the duties of a meter reader in relieving regular personnel in cases of absences; assigns account numbers to new accounts; uses map book to check tap number locations; makes appropriate entries in field book; takes and records meter readings and computes consumption.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Requires knowledge of: the water distribution system and consumer services; water meters and domestic and commercial plumbing systems and fixtures.

Requires ability to: make detailed and accurate field investigations and determinations; detect faults and remedy conditions found or initiate and recommend alterations and repairs as deemed necessary; deal amiably and favorably with consumers, property owners, tenants, property managers and others, frequently under strained and unfriendly conditions.
Title: Water Service Inspector
Job Code: 7316

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:

Experience:

Two (2) years of experience in a water or wastewater agency performing various phases of field and distribution operations including: water sample collection and field analysis, water service inspection and repair, meter readings, investigation of customer complaints, investigation of customer accounts or investigation and enforcement of efficiency codes and standards.

License and Certification:

Possession of a valid California driver's license

SUPPLEMENTAL INFORMATION

PROMOTIVE LINES

To: 7317 Senior Water Service Inspector

ORIGINATION DATE:

AMENDED DATE: 7/1/1977; 3/2/2015

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, SFMTA