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: 45
Fiscal Year: 2014/2015
Posted Date: 03/03/2015
Reposted Date: 03/27/2015

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

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<th>Item #</th>
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<td>7512</td>
<td>Apprentice Laborer</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
    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
DEPARTMENT OF HUMAN RESOURCES

Title: Apprentice Laborer

Job Code: 7512

INTRODUCTION
Class 7512 Apprentice Laborer is the entry level training class. This class exists to develop the competencies required of a journey-level laborer, while working under close guidance and direct supervision. Apprentice Laborers perform routine tasks in support of journey-level Laborers.

DISTINGUISHING FEATURES
Class 7512 Apprentice Laborer is distinguished from the next higher class 7514 General Laborer in that the incumbents in the latter class perform full journey level duties under general supervision, while the class 7512 Apprentice Laborer works under direct supervision of a qualified journey level General Laborer.

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. Assists the Laborer and learns the proper technique for excavating trenches (using various pneumatic and hand tools, including 90-pound jackhammers) for water and sewer lines, underground utility repair, or electrical conduits; backfills and compacts excavations; and potholes transmission mains and service piping.

2. Assists the Laborer and learns the proper technique for clearing culverts, staking fabric to prevent erosion of work sites, and cementing and rip-rapping upstream and downstream of culverts.

3. Assists the Laborer and learns the proper technique for stabilizing embankments by building wet walls and drywalls alongside roadways and waterways.

4. Assists the Laborer and learns the proper technique for clearing obstacles prior to machine mowing.

5. Assists the Laborer and learns the proper technique to serve as flag operator and set up traffic barricades and lights or other barriers around work sites (on streets or in other locations).

6. Assists the Laborer and learns the proper technique for clearing and chipping vegetation, brush, limbs; clears firebreaks, watershed roadways, v-ditches, jogging and foot paths, pipeline rights-of-way, around structures, buildings, risers, vaults, and valve lots; cuts access routes to watershed domestic utility lines and springs; removing small trees and grinding stumps.

7. Assists the Laborer and learns the proper technique for installing and maintaining chain link, barbed wire and hog wire fencing; cementing watershed gate posts and chain link fence posts.

8. Assists the Laborer and learns the proper technique for loading and unloading materials,
supplies, furniture, and/or equipment by hand or with booms, power tailgate, forklift, and other moving equipment for moving to and from worksites (examples: jackhammers, sandbags, cement bags, debris bags, railroad ties, whackers, vibratory plates).

9. Assists the Laborer and learns the proper technique for removing and cleaning up debris resulting from construction, maintenance, wrecking, or repair work around grounds and building areas using hands, broom, shovel, wheel barrow, etc.

10. Assists the Laborer and learns the proper technique for working in confined spaces to assist in cleaning and flushing catch basins, septic tanks, or sewage treatment plants with shovels, hoses, and pumps to ensure proper drainage of the sewer system.

11. Assists the Laborer and learns the proper technique for operating and maintaining pneumatic, electrical, mechanical, and hand tools including air compressors, jack hammers, tie tampers, sand blasters, steam cleaners, hoists, drills, chain saws, cement mixers, chipping guns, weed whackers, spaders, stump grinders, fence stretchers, aerial lift buckets, and other hand tools to assist craft workers in getting their jobs done.

12. Assists the Laborer and learns the proper technique for mixing and preparing concrete.

13. Assists the Laborer and learns the proper technique for assisting in the application of concrete and asphalt to repair roads and sidewalks.

14. Assists the Laborer and learns the proper techniques for rigging loads on trucks.

15. Assists the Laborer and learns the proper techniques for weatherization.

16. Sweeps streets and sidewalks

17. Assists the Laborer and learns the proper technique for applying disinfectants, de-greasers, and herbicides to streets and sidewalks.

18. Assists the Laborer and learns the proper technique for scrubbing streets, sidewalks, and plazas with a broom or high-pressure water hose.

19. Picks up litter and puts debris into bags.

20. Assists the Laborer and learns the proper technique for cleaning up illegal dumping sites, spills on city streets, and sites of accidents.

21. Removes litter and signs from poles and benches.

22. Assists the Laborer and learns the proper technique for operating motorized sidewalk sweepers to clean sidewalks.

23. Assists the Laborer and learns the proper technique for using radio communication system or other communication devices.

24. Assists the Laborer in managing a tool room, distributing tools and tracking inventory.

25. Assists the Laborer and learns the proper technique for completing forms such as work
orders, daily work or field reports, and/or accident report forms.

26. Assists the Laborer and learns the proper procedures for driving a truck and/or car to work sites and follows route or other maps.

27. Assists the Laborer and learns the proper technique for preparing surfaces for painting; removing graffiti from public/private property using a computerized color matching program, soda blaster, and/or steam cleaner.

28. Performs related duties as required.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

SPECIAL REQUIREMENTS: Physical strength, endurance, and dexterity to perform tasks such as lifting and/or handling materials and objects weighing up to 90 pounds, carrying such materials at least 50 feet, balancing 10-foot long pieces of lumber; sustained physical effort, frequently under adverse weather conditions and/or disagreeable working conditions, such as working on roads or streets in traffic or in cold or rain or being exposed to feces and urine, raw sewage, used syringes, toxic and hazardous materials, poison oak, poisonous snakes, and insects; and confined space entry.

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:

High school diploma or equivalent (GED or High School Proficiency Examination)

Experience:

None

License and Certification:

Current valid California driver license (must be maintained during employment)

SUPPLEMENTAL INFORMATION

The nature of the work will require exposure to inclement weather conditions and will require exposure to hazardous materials and/or conditions.

PROMOTIVE LINES

To: 7514 General Laborer

ORIGINATION DATE: 3/xx/2015
AMENDED DATE:

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