NOTICE OF FINAL ACTION TAKEN BY THE HUMAN RESOURCES DIRECTOR

Date: April 6, 2015

Re: Notice of Proposed Classification Actions – Final Notice No. 52 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 April 6, 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: 52
Fiscal Year: 2014/2015
Posted Date: 03/30/2015
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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<tbody>
<tr>
<td>1</td>
<td>7434</td>
<td>Maintenance Machinist Helper</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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INTRODUCTION

Under immediate supervision, performs semi-skilled work in connection with the operation, maintenance and repair of a wide variety of machines, equipment, metal castings and parts; and performs related duties as required.

DISTINGUISHING FEATURES

The 7434 Maintenance Machinist Helper assists the 7332 Maintenance Machinist in the shop. The 7434 Maintenance Machinist Helper is distinguished from the 7332 Maintenance Machinist in that the 7332 maintains and repairs a variety of heavy and light equipment and component parts, while the 7434 cleans and maintains the shop area and machinery and prepares materials to be used in repair work.

SUPERVISION EXERCISED

None.

MAJOR, IMPORTANT, AND ESSENTIAL DUTIES

According to Civil Service Commission Rule 409, 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. Disassemble and clean component parts of machinery and equipment used for repair and lubricate or replace worn or damaged parts as necessary; assist in reassembling components of machinery after repairs are made.

2. File or grind castings and other similar types of metal objects and tools.

3. Operate or use machine shop equipment and tools such as, wrenches, hammers, screw-drivers, cranes, cut-off saws, branding irons, chippers, and a variety of pneumatic tools.

4. Clean and maintain shop area and machinery; organize stock and maintain inventory to ensure necessary materials and supplies are available.

5. Assist in repairing a variety of light and heavy equipment and machinery including the rigging and hoisting of equipment, acquiring necessary parts and performing other related tasks as instructed.

6. Drive vehicles, as required, in order to conduct work-related activities and complete job assignments.
IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Knowledge of: machine shop tools, equipment, machinery and mechanical equipment such as hammers, screwdrivers, wrenches and certain power apparatuses essential in performing machinist work; cleaning and maintaining tools and equipment; safety rules and regulations in the workplace, in the field and while operating equipment and the use of safe working practices to avoid accidents and injury; the correct and safe use of tools, equipment, and Personal Protection Equipment (PPE).

Ability to: understand and carry out directions given orally by the maintenance machinist and follow instructions for tool use, procedures in making repairs, proper cleaning methods and application of rules and regulations; understand and carry out assignments delegated through memos, notes, letters and other written forms; understand written procedures for operating certain equipment, and read warning signs and safety rules and regulations; listen, understand and acknowledge instructions or direction given by a variety of people such as supervisors, co-workers and department representatives; convey ideas in a clear and understandable manner; comfortably move, lift or carry objects; lift and carry large and heavy tools, equipment and materials, component parts, pipes and other types of objects; work at heights, on ladders, cranes and perform work in damp, cramped or oily spaces found in underground tunnels, on bridges, barges or in water pipes; lift parts and machinery weighing in excess of 70 pounds; establish effective working relationships and interact courteously with co-workers, supervisors, and other department personnel; drive a variety of motor vehicles and obtain and maintain a class ‘C’ driver license.

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:

Experience:
One (1) year of fulltime verifiable mechanical maintenance experience as a Machinist Helper or experience in a comparable position working in a shop setting involving the operation and maintenance of machinery. Examples are: an automotive machine shop helper, sheet metal shop helper or blacksmith helper; OR

An equivalent combination of training or coursework in a shop trade or craft totaling a minimum of 200 hours. Training or coursework may be gained from an apprenticeship program, an accredited high school, a trade school or through the military.

License and Certification:
Possession of a valid California Class C driver license.
Title: Maintenance Machinist Helper  
Job Code: 7434

SUPPLEMENTAL INFORMATION

Nature of Work: involves physical effort and considerable dexterity; continuous exposure to adverse physical and working conditions such as work in high altitudes, underground and/or dark, dusty, cramped, damp, dirty, noisy, and oily places; climb ladders, use cranes; wear Personal Protective Equipment (PPE) and lift objects weighing in excess of 70 pounds. Incumbents will be required to work varying hours and/or shifts, including weekends, evenings and holidays in a 24 hour/7 days-a-week operation.

PROMOTIVE LINES

To: No normal lines of promotion
From: Entrance

ORIGINATION DATE:

AMENDED DATE:  4/6/2015

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):  SFMTA, COMMN