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: 83
 Fiscal Year: 2014/2015
 Posted Date: 06/24/2015
 Reposted Date: N/A

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

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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
INTRODUCTION

Under direction, performs skilled electrician duties at the journeyman level in maintaining electrical facilities at the San Francisco International Airport, including a high and low-voltage electrical distribution system; collects data for electrical expansion projects; and performs related duties as required.

Requires responsibility for carrying out and explaining policy procedures, rules and regulations governing the operation and maintenance of electrical facilities at San Francisco International Airport; applying technical skill in analyzing and testing high voltage equipment and circuits to assure efficient and continual operation; making frequent contacts with tenants, contractors and others to advise them as to the availability and location of electrical equipment; preparing and maintaining ordinary operational records. Nature of the work requires occasional exposure to working conditions where serious injuries might occur.

DISTINGUISHING FEATURES

The 9240 Airport Electrician is distinguished from the 7345 Electrician by the maintenance and repair activities of high voltage (above 600 volts) power distribution systems.

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, operates arid adjusts electrical primary power substations ranging from 2,300 to 12,000 voltage, including circuit breakers, relays, batteries and controls.

2. Maintains underground and overhead high voltage power lines; locates and isolates faulty sections mid removes, installs and makes connections where necessary.

3. Installs watt-hour meter systems, connects potential transformers, current transformers, phase shifting transformers, test switches, reactive meters, demand meters arid watt-hour meters.

4. Maintains, operates and repairs the airfield runway lighting system, including taxiways, guidance sign system, airways code beacon, rotating beacon and hazard lights.

5. Maintains, operates and repairs electric motors arid control apparatus used in pumping drainage water and sewage.

6. Maintains, operates and repairs a high voltage street light system.

7. Maintains, operates and adjusts standby engine generators used for emergency power; checks
Title: Airport Electrician  
Job Code: 9240

electrical failures for airport, tenants in the absence of tenant personnel in cases of emergency; maintains airport master clock system and slave clock.

8. Collects data for engineer's planned expansion projects and meets with tenants and contractors and advises or availability of facilities for future expansion projects.

9. Inspects completed work for compliance with airport standards and requirements.

10. Performs related duties as assigned.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Must have technical knowledge of: electrical terms to understand the functions and workings of electrically controlled equipment.

considerable ability to: locate and correct any electrical trouble in the least possible time; handle and operate high voltage testing equipment and high voltage switchgear and transformers; ability to deal courteously, effectively and tactfully with representatives of other agencies and airport tenants.

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 satisfactory completion of courses in basic electrical theory, AC and DC, including power transmission and control equipment.

Requires completion of a recognized electrician’s (Lineworker or Inside Wireman) apprenticeship program.

Experience:

Requires four (4) years of verifiable journey-level electrician experience in the installation, maintenance, and operation of high voltage (above 600 volts) – industrial power transmission and distribution systems, including some industrial electrical, construction or maintenance work.

License and Certification:

Must have possession of a valid state motor vehicle California driver's license; journeyman electrician’s card.

Substitution:

Additional experience as a journey level electrician, performing installation, servicing, and repair to electrical systems, devices, and related components can be substituted for the five (5) years
Title: Airport Electrician
Job Code: 9240

apprenticeship program, on a year for year basis.

SUPPLEMENTAL INFORMATION

PROMOTIVE LINES

To: 9241 Airport Electrician Supervisor, 9242 Head Airport Electrician
From: Entrance Examination

ORIGINATION DATE: 1/12/1961

AMENDED DATE: 6/xx/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
INTRODUCTION

Under direction, supervises and participates in highly skilled electrical work involving the maintenance and repair of electrical systems at the San Francisco International Airport, including the high and low-voltage electrical distribution system; and performs related duties as required.

Requires responsibility for: carrying out and explaining policy procedures, rules, and regulations governing the operation and maintenance of electrical facilities at San Francisco International Airport; assigning and supervising the work of subordinate personnel; applying considerable technical skill to complex electrical problems to assure efficient and continual operation of extensive electrical facilities; inspecting completed assignments for compliance with safety procedures and methods; interpreting blueprints and related technical materials; operating high voltage (above 600 volts) switch gear, transformers, and distribution systems; making regular contacts with representatives of other outside organizations and agencies to explain electrical services and activities. Nature of the work requires occasional exposure to working conditions where serious injuries might occur.

DISTINGUISHING FEATURES

This is the lead worker level in the Airport Electrician series. A position in this class works under the direction of the Head Airport Electrician providing assistance to Airport Electricians in the maintenance and repair of high voltage power distribution systems. The 9241 Airport Electrician Supervisor is distinguished from the 7238 Electrician Supervisor I and 7287 Supervising Electronic Maintenance Technician by the management of staff related to maintenance and repair activities of high voltage power distribution systems. The 7238 Electrician Supervisor I will supervise their respective subordinates in those matters pertaining to electrical installation, maintenance, and repair. The 7287 Supervising Electronic Maintenance Technician will supervise their respective subordinates in those matters pertaining to electronic control systems.

SUPERVISION EXERCISED

Supervision includes overseeing and directing work assignments of personnel engaged in electrical work including high and low-voltage electrical distribution system. The 9241 Airport Electrician Supervisor supervises the 9240 Airport Electrician who performs skilled journey-level electrician duties required in maintaining electrical facilities at San Francisco International Airport.

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. Supervises and participates in the maintenance of high voltage electrical systems, such as electrical primary power substations ranging from 2,300 to 12,000 voltage, including circuit breakers, relays batteries and controls.

2. Supervises and participates in the maintenance of a variety of control components and ancillary equipment including but not limited to air, oil and vacuum switches, circuit breakers, instrument
relays for electric currents and voltage, batteries and control power transformers.

3. Assigns duties in connection with the testing and maintenance of underground and overhead high voltage power lines, various high voltage cables, generators, transformers and related equipment.

4. Personally performs difficult trouble-shooting assignments in connection with breakdowns in electrical systems and related ancillary equipment.

5. Supervises and participates in the maintenance and repair of airport runway lighting systems, including a taxiway sign system, airway beacon, hazard lights and power feeders, standby engine generators and street lighting systems.

6. As assigned, acts for the Head Airport Electrician in his absence; meets with tenants and contractors on alterations and repair matters pertaining to Airport electrical systems; assists engineering staff on electrical aspects of planned projects.

7. Maintains inventory of electrical components and other necessary supplies and tools; places orders for the maintenance of necessary stocks; contacts manufacturers regarding the availability of electrical components and equipment; may prepare specifications relating to the modification of equipment.

7. Performs related duties as assigned.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Must have thorough knowledge of: electrical terminology and equipment as it relates to high voltage power distribution systems; electrical systems and related ancillary equipment of a modern air terminal.

Requires ability to: assign and supervise the work of subordinate personnel; inspect completed assignments for compliance with safety procedures and methods; work electrical mathematics problems; read blueprints and related technical materials; operate high voltage switch gear and transformers; meet and deal effectively with airport tenants and representatives of other agencies.

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 apprenticeship and

Requires completion of a recognized electrician’s (Lineworker or Inside Wireman) apprenticeship program.
Title: Airport Electrician Supervisor  
Job Code: 9241  

Experience:  
Requires four (4) three (3) years of verifiable journey-level electrician experience in the installation, maintenance, and operation of high voltage (above 600 volts) industrial power transmission and distribution systems; industrial, high voltage electrical experience or an equivalent combination of training and experience; AND  
One (1) year of verifiable journey-level electrician experience in the installation, maintenance, and operation of low voltage (below 600 volts) electrical systems.

License and Certification:  
Requires Must have possession of a valid state motor vehicle California driver's license.

Substitution:  
Additional experience as a journey level electrician, performing installation, servicing, and repair to electrical systems, devices, and related components can be substituted for the five (5) year apprenticeship program, on a year for year basis.

SUPPLEMENTAL INFORMATION

PROMOTIVE LINES  
TO: 9242 Head Airport Electrician  
FROM: 9240 Airport Electrician

ORIGINATION DATE: 6/19/1978

AMENDED DATE: 6/xx/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
Title: Head Airport Electrician
Job Code: 9242

INTRODUCTION

Under general direction, manages, supervises and participates in skilled electrical work concerned with the operation, maintenance and repair of electrical facilities at San Francisco International Airport; prepares budgets, requisitions, and reports related to the electric shop; manages supervisors who oversee and direct electrical functions including high and low-voltage electrical distribution systems; confers with management and representatives of other agencies on technical electrical problems and airport electrical expansion projects and prepares reports thereon; and performs related duties as required.

Requires responsibility for: carrying out, interpreting and enforcing policy, procedures, rules and regulations governing the operation and maintenance of electrical facilities at San Francisco International Airport; applying considerable knowledge and technical skill to complex electrical problems to assure efficient and continual operation of extensive electrical facilities; making regular contacts with representatives of other outside organizations and agencies to explain electrical services and activities; assembling and preparing data or information on important operational and technical reports or supervises the preparation thereof. Nature of the work requires occasional exposure to working conditions where serious injuries might occur.

DISTINGUISHING FEATURES

The 9242 Head Airport Electrician is distinguished from the 9241 Airport Electrician Supervisor by the administrative management of assignments related to electrical installation, maintenance, and repair activities. This class is further distinguished from the 9241 Airport Electrician Supervisor as the 9241 has the expertise to interpret and apply policy, procedures, rules and regulations as they pertain to the operation and maintenance of high voltage electrical systems.

SUPERVISION EXERCISED

Supervision includes local administrative management of personnel engaged in electrical work. The 9242 Head Airport Electrician supervises the following three classes: 7238 Electrician Supervisor I, 7287 Supervising Electronic Maintenance Technician, and 9241 Airport Electrician Supervisor. The 7238 Electrician Supervisor I will supervise their respective subordinates in those matters pertaining to electrical installation, maintenance, and repair. The 7287 Supervising Electronic Maintenance Technician will supervise their respective subordinates in those matters pertaining to electronic control systems. The 9241 Airport Electrician Supervisor will supervise their respective subordinates in those matters pertaining to high voltage electrical systems or equipment (over 600 volts).

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. Manages the operations of the Airport electric shop and subordinate staff by interpreting and enforcing policy, procedures, rules, and regulations governing the operation and maintenance of electrical facilities.
Title: Head Airport Electrician
Job Code: 9242

24. Supervises and assigns subordinate classes to the maintenance of, maintains, operates and adjusts electric power substations including high and low voltage lines, feeders, transformers, circuit breakers, relays, batteries and controls.

32. Supervises the maintenance of and maintains airport underground and overhead power lines, replacing and reconnecting cables when indicated. Prepares annual budget estimates by conferring with supervisor on requirements for electric shop personnel, materials, supplies, and equipment.

34. Manages the electric shop expenditures of operational materials and supplies to ensure expenses are within budgetary allocations.

53. Supervises and assigns subordinate classes to the maintenance of and maintains airport building lighting and power equipment, including ballasts, switches, receptacles, meters, electrical and electronic components of heating, ventilating and air conditioning systems, mechanical doors, and other security and Closed-Circuit Television (CCTV) systems.

64. Supervises and assigns subordinate classes to the maintenance of and maintains airport runway lighting system, including a taxiway sign system, air way beacon remote control wind tee, hazard lights, and power feeders, standby engine generators, and street lighting system.

75. Prepares oversees applications for electric energy service and associated construction reports and keeps files of such applications and reports.

8. Prepares requisitions for the purchase of lamps, repair parts, wire, cable, watt-hour meters, and other essential items; prepares rough draft of electrical items to be included in budget estimates.

9. Collects data for engineer's planned expansion projects such as size and availability of underground ducts, connected loads and load factors, and cable dimensions.

107. Meets Supervises staff that meets with tenants and contractors on alterations or repair matters where electrical circuits are contemplated and identifies circuits, conduits, panels, meter sockets, and others.

11. Supervises staff that checks completed work for compliance with instructions and prior to approval by airport maintenance engineer.

128. Supervises the investigation of probable causes phenomena which may lead to failure of electrical equipment.

13. Provides feedback to managers on electric shop staff to recognize performance and course correct as needed.

14. Performs related duties as assigned.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Must have a comprehensive knowledge of: electrical terminology to understand the functions and
Title: Head Airport Electrician  
Job Code: 9242

workings of electrically controlled equipment; electric theory and its application to a modern air terminal; electrical facilities and all aspects of their construction and operation in order to reinstall power in case of failure.

Ability to: plan jobs and supervise others; handle and operate high voltage switch gear, transformers; ability and initiative to sufficiently head an electrical maintenance section; meet, work with and deal effectively with representatives of other agencies. manage, plan, and track the work of subordinate and personnel engaged in electrical work; ability to budget and prepare cost estimates for the electric shop; ability to utilize computer software and hardware; ability to communicate effectively in oral and written forms; ability to interact effectively and courteously with subordinates, contractors, other departmental personnel, and the general public.

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 satisfactory completion of courses in basic electrical theory, AC and DC, including power transmission and controlled equipment.

Requires completion of a recognized electrician’s (Lineworker or Inside Wireman) apprenticeship program.

Experience:

Requires six (6) years of verifiable journey-level electrician experience including some industrial electrical construction or maintenance performing installation servicing and repair to electrical systems, devices, and related components above or below 600 volts; at least two (2) years of which must have been as a supervisory level of a crew of three (3) or more journey-level electricians.

License and Certification:

Must have Requires possession of a valid state motor vehicle California driver’s license; a journeyman electrician’s card.

Substitution:

Additional experience as a journey level electrician, performing installation, servicing, and repair to electrical systems, devices, and related components can be substituted for the five (5) year apprenticeship program, on a year for year basis.

SUPPLEMENTAL INFORMATION
Title: Head Airport Electrician
Job Code: 9242

PROMOTIVE LINES

To: General Foreman Electrician  
No normal line of promotion

From: Airport Electrician,  7345 Electrician, 7238 Electrician Supervisor I, 9240 Airport Electrician, 9241 Airport Electrician Supervisor

ORIGINATION DATE: 1/12/61

AMENDED DATE: 6/xx/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