NOTICE OF FINAL ACTION TAKEN BY THE
HUMAN RESOURCES DIRECTOR

Date: July 2, 2015

Re: Notice of Proposed Classification Actions – Final Notice No 82 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 July 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: 82
Fiscal Year: 2014/2015
Posted Date: 06/24/2015
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>6242</td>
<td>Plumbing Inspector</td>
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</table>

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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    Alex Koskinen, Controller/ Budget Division
    E-File
Title: Plumbing Inspector
Job Code: 6242

INTRODUCTION

Under general supervision, plumbing inspectors work at the Department of Building Inspection and the San Francisco International Airport; physically inspect all plumbing, gas appliance, low pressure boiler, and fire sprinkler installation, maintenance and repair work to assure compliance with existing codes, laws, ordinances, approved plans and specifications; explain the applications of existing codes, laws, methods and procedures relative to the installation of plumbing and mechanical facilities; make regular contact with the general public and other departments in connection with the inspection and enforcement of existing codes and laws; provide written and oral reports of inspection activities; drive a vehicle to inspection sites; and perform related duties as required.

DISTINGUISHING FEATURES

This is the entry-level position in the Plumbing Inspector series. It is distinguished from the 6246 Senior Plumbing Inspector by the latter's supervisory duties and responsibility for performing more difficult and complex inspection work.

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) Inspects all plumbing, mechanical, gas appliance, low-pressure boiler and fire sprinkler installation, maintenance and repair work to assure compliance with existing plumbing and mechanical codes, laws and ordinances; approves plans and specifications.

2) Explains the application of existing codes, laws, methods and procedures relative to the installation of plumbing and mechanical facilities.

3) Makes regular contact with construction professionals, the general public and other departments in connection with the inspection and enforcement of existing codes and laws.

4) Provides written and oral reports of inspection activities.

5) Drives a vehicle to inspection sites, meetings, hearings, emergency activities and other related events.

6) Determines the nature and severity of violations and makes necessary referrals to other inspection groups and agencies and may coordinate building, plumbing and electrical inspections.

7) Advises and consults with building owners, design professionals, contractors and others on the correction of code deficiencies with respect to plumbing and mechanical code standards.

8) Testifies as an expert witness in court litigation involving plumbing and mechanical code violations.

9) Authorizes abatement orders or emergency orders for correction to be issued; makes inspections, prepares
Title: Plumbing Inspector  
Job Code: 6242  

reports and testifies in court on abatement proceedings.

10) Issues reports and conducts follow-up inspections leading to the correction of violations or abatement proceedings

11) Conducts statistical surveys and provides data regarding code enforcement as required.

12) Assists in the training of new inspectors by introducing them to departmental procedures and working alongside them in the field and in the office to ensure that their inspections and reports are accurate and timely.

13) Issues misdemeanor citations on plumbing and mechanical violations which may result in participation in arrest procedures.

14) Makes investigations of complaints of violation of plumbing, water and gas codes and ordinances;

15) Makes periodic inspections of various buildings and institutions for conditions which might cause water supply contamination.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Knowledge of: plumbing and mechanical system design and installation practices; plumbing and mechanical materials and their uses; existing ordinances, regulations and code requirements regarding the installation and maintenance of plumbing and mechanical systems; and modern construction methods and techniques, particularly as applied to plumbing and mechanical phases of construction projects.

Ability to: read and interpret plans and specifications of plumbing and mechanical system installations; deal effectively and courteously with property owners, contractors and the general public; effectively apply knowledge of the plumbing codes and construction procedures to inspection practices; use a computer, software programs and cell phone for work-related purposes.

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 and Experience:

Completion of plumbing apprenticeship which has been certified by the State of California and three (3) years of journey-level experience in the trade; OR

A plumbing contractor with a C-36 license issued by the State of California with experience in the trade totaling eight (8) years.

License and Certification:

Possession of a valid California driver's license.

SUPPLEMENTAL INFORMATION
Title: Plumbing Inspector  
Job Code: 6242  

Working Conditions:  
Must be willing to work under hazardous conditions such as: small enclosed areas, dangerous heights and general construction conditions.  

PROMOTIVE LINES  
To: 6246 Senior Plumbing Inspector  

ORIGINATION DATE: 10/29/2001  
AMENDED DATE: 7/02/2015  
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