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: 69
Fiscal Year: 2014/2015
Posted Date: 05/28/2015
Reposted Date: 07/16/2015

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 general direction, the Maintenance Machinist performs preventive, routine and emergency maintenance and repair of a variety of heavy and light equipment, related systems and components.

DISTINGUISHING FEATURES

The Maintenance Machinist is the journey level class of the series. This class is distinguished from the 7337 Maintenance Machinist Assistant Supervisor in that the latter performs more complex and difficult duties and/or supervises subordinate Maintenance Machinists. The Maintenance Machinist is distinguished from the 7331 Apprentice Maintenance Machinist in that the latter works under the immediate supervision of a journey level 7332 Maintenance Machinist while completing apprenticeship requirements.

SUPERVISION EXERCISED

May supervise the activities of apprentices and serve as lead worker to a small number of co-workers.

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. Sets up and operates a variety of machine tools, stationary as well as portable manual machine tools and Computer Numeric Control (CNC) machine tools such as mills, lathes, drills, saws etc.

2. Rebuilds, refinishes, modifies, and/or fabricates replacement parts for pumps, generators, cranes, parking meters, transit vehicles/railway coaches and railway cars, fire alarm boxes, compressors, dredges, pipes lines, barges, ferry terminals and their components.

3. Maintains and repairs a variety of instruments and mechanical equipment, including valves, castings, and various metal parts.

4. Diagnoses, installs, inspects and tests machinery, parts and equipment.

5. Reads and interprets schematic drawings, blueprints, and plans.

6. Prepares and maintains records and forms documenting work performed.

7. Dismantles and assembles light and heavy machines and/or equipment.

8. Manufactures/fabricates parts based on samples.

9. Performs other related duties and responsibilities.
Title: Maintenance Machinist
Job Code: 7332

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Knowledge of: basic techniques of shop theory and bench work such as turning, milling, chipping, sawing, filing, drilling, welding (MIG and ARC), soldering, gear cutting, threading, grinding and heat treatment; maintenance and repair of a variety of equipment including hydraulically, electrically and pneumatically operated machinery; arithmetic functions needed for precise measurements in performing machining duties; safety rules and regulations in the workplace, field, and while operating equipment and the use of safe working practice to avoid accidents and injury; and basic composition, characteristics, and uses of commonly used machine shop metals and materials.

Ability to: read/modify schematic drawings, blueprints and do layout work; understand and interpret the designs and measurements indicated on blueprint, equipment or parts specifications; read and perform the required procedures in operating, instruction, and service manuals; verbally communicate messages, instructions, directions and other ideas with a variety of people such as supervisors and co-workers in a clear and concise manner; present information in writing, expressing ideas, information and instruction clearly and concisely; establish effective working relationships and interact courteously with co-workers, supervisors and other department personnel; use MIG and ARC welding including using Oxy Acetylene equipment safely; and use hand tools, measuring devices, and portable and stationary machine tools safely.

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.

Experience and Training:

Completion of a recognized four (4) year Maintenance Machinist’s Apprenticeship Program and two (2) years of full-time verifiable experience as a journey-level Maintenance Machinist performing duties equivalent to Job Code 7332 Maintenance Machinist (with primary responsibility in maintenance/repair and rather than limited to machine tool operations) OR

A combination of two (2) years of trade-related training (certificate program or military training program) and four (4) years of full-time verifiable experience as a journey-level Maintenance Machinist performing duties equivalent to Job Code 7332 Maintenance Machinist (with primary responsibility in maintenance/repair and rather than limited to machine tool operations) totaling six (6) years.

Notes on experience: For positions at the Port of San Francisco, the journey-level Maintenance Machinist experience MUST have been in the maintenance and operation of diesel engines and pile-driving equipment.

A. Trade-related training refers to programs such as machine tool technology program.
Title: Maintenance Machinist
Job Code: 7332

B. Experience solely as a Computer Numerical Control (CNC) Machinist, Numerical Control (NC) Machinist or Machine Operator (without Manual Maintenance Machinist experience) will not be considered as qualifying.

License and Certification:
Possession and maintenance of a valid Class C California driver license.

SUPPLEMENTAL INFORMATION

PROMOTIVE LINES
To: 7337 Maintenance Machinist Assistant Supervisor
From: Entrance

ORIGINATION DATE: 1961

AMENDED DATE: 9/18/2013; 5/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, SFMTA
INTRODUCTION

Under general supervision, performs skilled work in the fabrication, installation, maintenance and repair of a wide variety of instruments and mechanical equipment; directs the work of a small group of subordinate journey level maintenance machinists; performs related duties as required.

DISTINGUISHING FEATURES

This position reports to the Maintenance Machinist Supervisor and is responsible for the work of a small group of journey level maintenance machinist.

SUPERVISION EXERCISED

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. Participates in and assigns work to subordinate maintenance machinists engaged in repairing, rebuilding and manufacturing tools, equipment, pumps, and component parts.

2. Inspects and reviews maintenance and repair to assure conformance with instructions and standard procedures.

3. May instruct subordinates in methods of manufacture, fabrication or repair of equipment.

4. Prepares drawings and sketches in connection with the fabrication of tools and safety equipment for machine shop use.

5. Maintains operational and personnel records; meets regularly with subordinate maintenance machinists to discuss safety and personnel matters.

6. Determines parts and materials needed for repair work, orders same, and assures their compliance with needs when received; maintains materials records and makes recommendations regarding the obtaining of new shop equipment.

7. Supervises and assists in the manufacture of tools, jigs, fixtures, patterns, machine parts, values and castings in connection with the maintenance, repair and manufacture of such equipment and facilities.

8. Operates, repairs and maintains lathes, drills, presses, milling machines, planers, shapers, grinders and other common machine tools in the construction and repair of parts, tools, fixtures and machinery.

9. Operates gas and electric welding equipment in the manufacture or repair of instruments,
communication system components and other equipment.

10. Repairs and manufactures parts for relays and electronically controlled instruments; cleans parts with chemicals and solvents; manufactures and repairs special tools and equipment necessary for instrument making activities.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Knowledge of: Knowledge of the operation of machine tools and equipment; the proper methods of working and machining various metals and the manufacture of parts and equipment; the methods, materials, tools and equipment used in fabricating and installing related machines and equipment; machine shop safety precautions.

Skill in: the operation of precision machine tools and equipment.

Ability to: assign and inspect the work of subordinate personnel; read and work from plans, drawings and blue prints; prepare material/cost estimates; analyze manufacture problems; keep operational records and prepare related reports.

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.

Experience and Training:

Completion of a recognized four (4) year Machinist's apprenticeship program and three (3) years of fulltime verifiable experience as a journey-level Maintenance Machinist performing duties equivalent to Job Code 7332 Maintenance Machinist (with primary responsibility in maintenance/repair and machine tool operations)  OR

A combination of trade-related training (certificate program or military training program) and fulltime verifiable experience as a journey-level Maintenance Machinist performing duties equivalent to Job Code 7332 Maintenance Machinist (with primary responsibility in maintenance/repair and machine tool operations) totaling seven (7) years.

Notes on experience:

A. Trade-related training refers to programs such as machine tool technology program.

B. Experience solely as a Computer Numerical Control (CNC) Machinist, Numerical Control (NC) Machinist or Machine Operator (without Manual Maintenance Machinist experience) will not be considered as qualifying.
Title: Maintenance Machinist Assistant Supervisor
Job Code: 7337

License and Certification:

Possession and maintenance of a valid Class C California driver license.

SUPPLEMENTAL INFORMATION

PROMOTIVE LINES

To: 7258 Maintenance Machinist Supervisor I
From: 7332 Maintenance Machinist

ORIGINATION DATE: 07/01/1977

AMENDED DATE: 5/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, SFMTA
INTRODUCTION

Under general direction, supervises a group of Maintenance Machinists and other craft workers engaged in the fabrication, maintenance and repair of a wide variety of instruments and mechanical equipment, including pumps and valves, machinery, castings and metal parts.

DISTINGUISHING FEATURES

The class 7258 Maintenance Machinist Supervisor I is the second level supervisory class of the series. It is distinguished from the 7337 Maintenance Machinist Assistant Supervisor in that the latter is the first level working supervisor of the series.

SUPERVISION EXERCISED

Supervises the work of maintenance machinists and other craft workers.

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 the work of subordinate craft persons such as machinists, automotive service workers, machinist helpers and welders engaged in the fabrication, maintenance and repair of a wide variety of instruments and mechanical equipment by planning, assigning, organizing, monitoring and reviewing their work; conducts performance evaluations, employee consultations and discipline; enforces departmental policies and procedures; develops new policies and procedures; coordinates with other skilled crafts.

2. Provides training for employees to assist in their development and advancement including safety training and prevention of work-related illness and injury.

3. Oversees the fabrication, maintenance, and repair of a wide variety of instruments and mechanical equipment that includes valves, castings, metal parts, sewer pumps, and pneumatic and hydraulic equipment and performs machinist duties as needed.

4. Prepares drawings, sketches and plans in connection with the fabrication of tools and safety equipment for machine shop use.

5. Prepares job estimates by determining materials and parts needed, cost of materials, manpower needs and tooling requirements.

6. Diagnoses malfunctions in machinery or equipment by testing and making visual or auditory inspections of equipment; and inspects shop equipment, machinery and facilities to ensure proper maintenance and cleanliness.

7. Writes reports, cost estimates, memos, and completes forms regarding personnel, job orders and equipment; requisitions materials and parts; and maintains records.
Title: Maintenance Machinist Supervisor I  
Job Code: 7258

8. Requisitions materials and parts needed to maintain, repair and fabricate machinery and equipment.

9. Operates a motor vehicle to transport self and materials to job sites.

10. Performs related duties as required.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Knowledge of: machining methods and principles; basic composition, characteristics and use of commonly used machine shop metals and materials; mathematical functions; and safety.

Skill in: computer utilization; and operating motor vehicles.

Ability to: plan, assign and supervise; sketch and interpret blueprints and drawings of layout work; diagnose malfunctions; communicate orally and in writing; drive; develop and maintain harmonious and professional working relationships to deal courteously and effectively with individuals from a variety of cultural and socioeconomic backgrounds; gather, prepare and maintain records and utilize applicable computer software; use applicable computer software applications (CAD (computer aided drafting) and CAM (Computer aided manufacturing) software).

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.

Experience and Training:

Completion of a recognized four (4) year Machinist's apprenticeship program and three (3) years fulltime verifiable experience as a journey-level Maintenance Machinist performing duties equivalent to Job Code 7332 Maintenance Machinist (with primary responsibility in maintenance/repair and machine tool operations), and one (1) year fulltime verifiable experience supervising journey-level Maintenance Machinists engaged in repairing, maintaining, rebuilding and fabricating tools, equipment, pumps and component parts; OR

A combination of trade-related training (certificate program or military training program for a minimum of two years) and fulltime verifiable experience as a journey-level Maintenance Machinist performing duties equivalent to Job Code 7332 Maintenance Machinist (with primary responsibility in maintenance/repair and machine tool operations) totaling seven (7) years and one (1) year fulltime verifiable experience supervising journey-level Maintenance Machinists engaged in repairing, maintaining, rebuilding and fabricating tools, equipment, pumps and component parts;
Title: Maintenance Machinist Supervisor I  
Job Code: 7258

Notes on experience:

A. Trade-related training refers to programs such as machine tool technology program.

B. Experience solely as a Computer Numerical Control (CNC) Machinist, Numerical Control (NC) Machinist or Machine Operator (without Manual Maintenance Machinist experience) will not be considered as qualifying.

License and Certification:
Possession and maintenance of a valid Class C California driver license.

SUPPLEMENTAL INFORMATION

PROMOTIVE LINES

To: No normal lines of promotion

From: 7337 Maintenance Machinist Assistant Supervisor

ORIGINATION DATE: 07/01/1977

AMENDED DATE: 3/27/2014; 5/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, SFMTA