NOTICE OF FINAL ACTION TAKEN BY THE
HUMAN RESOURCES DIRECTOR

Date: July 16, 2015
Re: Notice of Proposed Classification Actions –Final Notice No. 4 FY 15/16 (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 16, 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
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: 04
Fiscal Year: 2015/2016
Posted Date: 07/08/2015
Reposted Date: N/A

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

<table>
<thead>
<tr>
<th>Item #</th>
<th>Job Code</th>
<th>Title</th>
<th>Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>7314</td>
<td>Apprentice Stationary Engineer I</td>
<td>$54,912 – $67,574</td>
</tr>
<tr>
<td>2</td>
<td>7352</td>
<td>AprntcStatnry Eng,WtrTreatPlnt II</td>
<td>$79,196 – $88,504</td>
</tr>
<tr>
<td>3</td>
<td>7356</td>
<td>Aprntc Statnry Eng, Sew Plant II</td>
<td>$79,196 – $88,504</td>
</tr>
</tbody>
</table>

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

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<tr>
<td>1</td>
<td>7333</td>
<td>Apprentice Stationary Engineer</td>
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<tr>
<td>2</td>
<td>7339</td>
<td>AprntcStatnry Eng,WtrTreatPlnt</td>
</tr>
<tr>
<td>3</td>
<td>7375</td>
<td>Aprntc Statnry Eng, Sew Plant</td>
</tr>
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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.


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
INTRODUCTION

Under immediate supervision, performs apprentice stationary engineer work as part of a recognized program established by the Joint Apprenticeship and Advisory Committee, Stationary Engineers' Trade; all work to be performed and related supplemental instruction are enumerated in the Apprenticeship Standards formulated by said Committee and are summarized in this specification; assists the stationary engineer in the operation and maintenance of a wide variety of complex machinery and equipment and performs related duties as required.

DISTINGUISHING FEATURES

The Apprentice Stationary Engineer I works under the immediate supervision of a qualified journey level stationary engineer during the first two years (or 5200 hours) of the four-year apprenticeship required by the trade, learning the operation, repair and maintenance of various machinery and equipment through diversified experience, on-the-job training, and related instruction in order to become a fully skilled craftsperson. Class 7314 Apprentice Stationary Engineer I, is distinguished from the next higher class 7333 Apprentice Stationary Engineer II in that the incumbents in the latter class perform more advanced work processes that lead to full journey level duties under general supervision.

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 in the operation and maintenance of boilers, burners, combustion control devices, steam valves, traps and accessories, heating systems, ventilation and air-conditioning systems, radiators, refrigeration systems and equipment, elevators, water pumps and valves, water draining systems and alarm systems.

2. Assists in the repair and adjustment of switchboard controls, electric motors, generators, air compressors, ventilating fans, circuit breakers, elevators, laundry machines, pumping plant equipment, cable winding machinery and other equipment.

3. Assists in inspection and use of fire prevention equipment and safety equipment to assure proper functioning.

4. Assists with contacting and communicating and is required to deal with contractors, building tenants and/or the general public in order to be able to discharge assigned duties.

5. Assists in reading and interpreting meters, gauges and charts.

6. Assists with the maintenance of keys, communications equipment, and security (in
Title: Apprentice Stationary Engineer I  
Job Code: 7314

- the absence of Security Personnel), in order to ensure the security of a plant and buildings and grounds, including public safety. As part of an emergency response team, assists with recognizing, evaluating, and responding to potentially hazardous situations.

- Performs related duties and responsibilities as assigned.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Ability to: learn the methods, tools and equipment used in the operation, maintenance and repair of a variety of mechanical and electrical pumping, heating, ventilating and related plant machinery and equipment; establish effective working relationships with journey level stationary engineers and other apprentices; understand spoken instructions and verbally communicate work-related questions and information; read, write, understand and maintain routine records and reports and other work-related information regarding plant activities; operate motor vehicles with both automatic and manual automobile transmissions.

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 Training:

- Applicants must be 18 years of age by the end of the filing period; And
- Applicants must have either a High School Graduation Diploma, Graduation Equivalent Degree (G.E.D.), or California High School Proficiency Certificate; And
- Applicant must be on a current International Union of Operating Engineers, Stationary Engineers Local 39 Apprentice Eligible List; Or
- Applicant must be a current indentured Stationary Engineer Apprentice with the Stationary Engineers Local 39 who has not completed more than 2080 hours of their combined work process and classroom study; And
- Successfully pass the City and County of San Francisco pre-employment drug test; And

License and Certification:

- Possession of a valid California Driver’s License

SUPPLEMENTAL INFORMATION

Special Requirement:

Upon being hired, the apprentice, the Department of Human Resources and the Joint Apprenticeship Committee must sign an apprenticeship indenture. This is an agreement with the City and the apprentice, which is filed with the State of California Department of Industrial Relations Division of Apprenticeship Standards, that the City will train the apprentice in accordance with the apprenticeship standards and the collective bargaining agreement or MOU.
Title: Apprentice Stationary Engineer I
Job Code: 7314

Physical Skills require: considerable physical effort in the repair and upkeep of machinery and equipment; the ability to lift heavy objects; physical stamina to stand, stoop, bend and climb ladders and for confined space entry and tight crawl spaces.

Work environment may require: exposure to working conditions where minor abrasions, bruises and burns may be encountered; occasional disagreeable work inside close and dirty spaces.

PROMOTIVE LINES

ORIGINATION DATE: 7/16/2015

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
INTRODUCTION

Under immediate supervision, performs apprentice stationary engineer work as part of a recognized program established by the Joint Apprenticeship and Advisory Committee, Stationary Engineers' Trade; all work to be performed and related supplemental instruction are enumerated in the Apprenticeship Standards formulated by said Committee and are summarized in this specification; assists the Stationary Engineer in the operation and maintenance of a wide variety of complex machinery and equipment in a water treatment plant and performs related duties as required.

DISTINGUISHING FEATURES

The 7352 Apprentice Stationary Engineer, Water Treatment Plant II works under the immediate supervision of a qualified journey level employee during the second half (or 5200-8320 hours) of the four year apprenticeship required by the trade, learning the operation, repair and maintenance of various machinery and equipment though diversified experience, on-the-job training and related instruction in order to become a fully skilled craftsperson and qualified for proper state certification in an appropriate grade of Water Treatment Certification as issued by the California State Health Department. Class 7352 Apprentice Stationary Engineer, Water Treatment Plant II is distinguished from the next higher class 7341 Stationary Engineer, Water Treatment in that the incumbents in the latter class perform full journey level duties under general supervision.

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. Assists in operating automatic and manually controlled purification and water treatment equipment including pumps, motors, chemical feeders and filters.

2. Assists in performing water analysis to maintain proper quality and chemical dosage in a filtration plant; assists in performing control tests on water samples to determine chlorine residual, pH, alkalinity, turbidity, color, odor, saturation index and flocculation factors; maintain appropriate logs and reports.

3. Assists in the operation and maintenance of switching and controlling equipment, motor driven pumps, generators, motor, air compressors, ventilating fans, circuit breakers, elevators, condensate and sump pumps, water heating and pumping equipment and other equipment.

4. Assists with contacting and communicating and is required to deal with contractors, building tenants and/or the general public in order to be able to discharge assigned duties.
Title: Apprentice Stationary Engineer, Water Treatment Plant II  
Job Code: 7352

5. Assists in operating automatic and manually controlled purification and water treatment equipment including pumps, motors, chemical feeders and filters.
6. Assists in reading and interpreting meters, gauges and charts.
7. Assists with the maintenance of keys, communications equipment, and security (in the absence of Security Personnel), in order to ensure the security of a plant and buildings and grounds, including public safety. As part of an emergency response team, assists with recognizing, evaluating, and responding to potentially hazardous situations.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Ability to: learn the methods, tools and equipment used in the operation, maintenance and repair of a variety of mechanical and electrical pumping, heating, ventilating, water treatment and related plant machinery and equipment; establish effective working relationships with journey level stationary engineers and other apprentices; understand spoken instructions and verbally communicate work-related questions and information; read, write, understand and maintain routine records and reports and other work-related information regarding plant activities; operate motor vehicles with both automatic and manual automobile transmissions.

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 Training:
Applicants must be 18 years of age by the end of the filing period; And
Applicants must have either a High School Graduation Diploma, Graduation Equivalent Degree (G.E.D.), or California High School Proficiency Certificate; And
Applicant must be a current International Union of Operating Engineers, Stationary Engineers Local 39; 7339 Apprentice Eligible List; Or
Applicant must be a current indentured Stationary Engineer Apprentice with the Stationary Engineers Local 39 who has completed at least 4160 hours of their combined work process and classroom study as a Apprentice Stationary Engineer And
Successfully pass the City and County of San Francisco pre-employment drug test; And

License and Certification:
Possession of a valid California Driver License
Obtained the Water Treatment Certification as issued by the California State Health Department.
SUPPLEMENTAL INFORMATION

Special Requirement:

Upon being hired, the apprentice, the employer Department of Human Resources and the Joint Apprenticeship Committee must sign an apprenticeship indenture. This is an agreement with the employer City and the apprentice, which is filed with the State of California Department of Industrial Relations Division of Apprenticeship Standards, that the employer City will train the apprentice in accordance with the apprenticeship standards and the collective bargaining agreement or MOU.

Physical Skills require: considerable physical effort in the repair and upkeep of machinery and equipment; the ability to lift heavy objects; physical stamina to stand, stoop, bend and climb ladders and for confined space entry and tight crawl spaces.

Work environment may require: exposure to working conditions where minor abrasions, bruises and burns may be encountered; occasional disagreeable work inside close and dirty spaces.

PROMOTIVE LINES

ORIGINATION DATE: 7/16/2015

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
Title: Apprentice Stationary Engineer, Sewage Plant II
Job Code: 7356

INTRODUCTION

Under immediate supervision, performs apprentice stationary engineer work as part of a recognized program established by the Joint Apprenticeship and Advisory Committee, Stationary Engineers' Trade; all work to be performed and the related supplemental instruction are enumerated in the Apprenticeship Standards formulated by said committee and are summarized in this specification; assists the stationary engineer in the operation and maintenance of a wide variety of complex machinery and equipment in a sewage treatment plant or pumping station; and performs related duties as required.

DISTINGUISHING FEATURES

The Apprentice Stationary Engineer, Sewage Plant II works under the immediate supervision of a qualified journeyman during the second half (or 5200-8320 hours) of the four-year apprenticeship required by the trade, learning the operation and maintenance of various machinery and equipment through diversified experience, on-the-job training and related instruction, in order to become a fully skilled craftsperson, qualified for proper state certification. Class 7356 Apprentice Stationary Engineer, Sewage Plant II is distinguished from the next higher class 7372 Stationary Engineer, Sewage Plant in that the incumbents in the latter class perform full journey level duties under general supervision.

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. Assists in visual inspection and/or manual tests of all plant machinery equipment in an assigned area or pumping station for proper operation.

2. Assists in adjusting valves and controls as required to maintain proper flow and treatment of sewage.

3. Assists in taking periodic readings of gauges and meters, in charting and recording results in plant operating logs.

4. Assists in performing a variety of manual tasks requiring the handling of equipment exposed to raw sewage; collecting raw sewage samples on prescribed schedule at specific locations; may assist in making simple chemical analyses of samples collected.

5. Assists in making major and minor repairs to all treatment plant and pumping stationary machinery including pumps, grit collectors, conveyors and washers, chlorinators, evaporators and storage tanks, sludge collectors, drive units, deodorizing equipment and a variety of metering and recording devices; assists in lubricating, greasing and cleaning machinery and equipment and maintaining work areas in a clean and orderly fashion; assists in servicing
contacts on electric motor line starters, auxiliary relays and automatic switches.

6. Assists in the operation and maintenance of pumping, heating, ventilating and auxiliary plant machinery and equipment; assists in repairs and adjustments to electric motors, boilers, pumps, compressors, alarm systems, switchboards, controls) elevators and other machinery.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Ability to: learn the methods, tools and equipment used in the operation, maintenance and repair of a variety of mechanical and electrical, pumping, heating, ventilating and related plant machinery and equipment; establish effective working relationships with journey level stationary engineers and other apprentices; understand spoken instructions and verbally communicate work-related questions and information; read, write, understand and maintain routine records and reports and other work-related information regarding plant activities; operate motor vehicles with both automatic and manual automobile transmissions.

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 Training:

Applicants must be 18 years of age by the end of the filing period; And

Applicants must have either a High School Graduation Diploma, Graduation Equivalent Degree (G.E.D.), or California High School Proficiency Certificate; And

Applicant must be a current International Union of Operating Engineers, Stationary Engineers Local 39; 7375 Apprentice Eligible List with at least 4160 hours of work experience and related instruction; Or

Applicant must be a current indentured Stationary Engineer Apprentice with the Stationary Engineers Local 39 who has completed at least 4160 hours of their combined work process and classroom study as a Apprentice Stationary Engineer And

Successfully pass the City and County of San Francisco pre-employment drug test; And

License and Certification:

Possession of a valid California Driver's License

Obtained the appropriate Water Treatment Certification as issued by the California State Health Department.

SUPPLEMENTAL INFORMATION

Special Requirement:
Title: Apprentice Stationary Engineer, Sewage Plant II  
Job Code: 7356

Upon being hired, the apprentice, the employer Department of Human Resources and the Joint Apprenticeship Committee must sign an apprenticeship indenture. This is an agreement with the employer City and the apprentice, which is filed with the State of California Department of Industrial Relations Division of Apprenticeship Standards, that the employer City will train the apprentice in accordance with the apprenticeship standards and the collective bargaining agreement or MOU.

Physical Skills require: considerable physical effort in the repair and upkeep of machinery and equipment; the ability to lift heavy objects; physical stamina to stand, stoop, bend and climb ladders and for confined space entry and tight crawl spaces.

Work environment may require: exposure to working conditions where minor abrasions, bruises and burns may be encountered; occasional disagreeable work inside close and dirty spaces.

PROMOTIVE LINES

TO: 7372 Stationary Engineers Sewage Plant
FROM: Entrance Class

ORIGINATION DATE: 7/16/2015

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
INTRODUCTION

Under immediate supervision, performs apprentice stationary engineer work as part of a recognized program established by the Joint Apprenticeship and Advisory Committee, Stationary Engineers’ Trade; all work to be performed and related supplemental instruction are enumerated in the Apprenticeship Standards formulated by said Committee and are summarized in this specification; assists the stationary engineer in the operation and maintenance of a wide variety of complex machinery and equipment, and performs related duties as required.

DISTINGUISHING FEATURES

The Apprentice Stationary Engineer II works under the immediate supervision of a qualified journey level stationary engineer during the second half (or 5200-8320 hours) of the four-year apprenticeship required by the trade, learning the operation, repair and maintenance of various machinery and equipment through diversified experience, on-the-job training, and related instruction in order to become a fully skilled craftsperson. Class 7333 Apprentice Stationary Engineer II is distinguished from the next higher class 7334 Stationary Engineer in that the incumbents in the latter class perform full journey level duties under general supervision.

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 in the operation and maintenance of boilers, burners, combustion control devices, steam valves, traps and accessories, heating systems, ventilation and air-conditioning systems, radiators, refrigeration systems and equipment, elevators, water pumps and valves, water draining systems and alarm systems.

2. Assists in the repair and adjustment of switchboard controls, electric motors, generators, air compressors, ventilating fans, circuit breakers, elevators, laundry machines, pumping plant equipment, cable winding machinery and other equipment.

3. Assists in inspection and use of fire prevention equipment and safety equipment to assure proper functioning.

4. Assists with contacting and communicating and is required to deal with contractors, building tenants and/or the general public in order to be able to discharge assigned duties.

5. Assists in reading and interpreting meters, gauges and charts.

6. Assists with the maintenance of keys, communications equipment, and security (in the absence of Security Personnel), in order to ensure the security of a plant and
buildings and grounds, including public safety. As part of an emergency response team, assists with recognizing, evaluating, and responding to potentially hazardous situations.

7. Performs related duties and responsibilities as assigned.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Ability to: learn the methods, tools and equipment used in the operation, maintenance and repair of a variety of mechanical and electrical pumping, heating, ventilating and related plant machinery and equipment; establish effective working relationships with journey level stationary engineers and other apprentices; understand spoken instructions and verbally communicate work-related questions and information; read, write, understand and maintain routine records and reports and other work-related information regarding plant activities; operate motor vehicles with both automatic and manual automobile transmissions.

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 Training:

Applicants must be 18 years of age by the end of the filing period; And

Applicants must have either a High School Graduation Diploma, Graduation Equivalent Degree (G.E.D.), or California High School Proficiency Certificate; And

Applicant must be a current International Union of Operating Engineers, Stationary Engineers Local 39; 7333, 7375, or 7339 Apprentice Eligible List; And

Applicant must be a current indentured Stationary Engineer Apprentice with the Stationary Engineers Local 39 who has completed at least 4160 hours of their combined work process and classroom study as a 7314, 7375, or 7339 or other appropriate Apprentice Stationary Engineer And

Successfully pass the City and County of San Francisco pre-employment drug test; And

License and Certification:

Possession of a valid California Driver's License

SUPPLEMENTAL INFORMATION

Special Requirement:

Upon being hired, the apprentice, the Department of Human Resources and the Joint Apprenticeship Committee must sign an apprenticeship indenture. This is an agreement with the City and the apprentice, which is filed with the State of California Department of Industrial Relations Division of Apprenticeship Standards, that the City will train the apprentice in accordance with the apprenticeship standards and the collective bargaining agreement or MOU.
Title: Apprentice Stationary Engineer II
Job Code: 7333

Physical Skills require: considerable physical effort in the repair and upkeep of machinery and equipment; the ability to lift heavy objects; physical stamina to stand, stoop, bend and climb ladders and for confined space entry and tight crawl spaces.

Work environment may require: exposure to working conditions where minor abrasions, bruises and burns may be encountered; occasional disagreeable work inside close and dirty spaces.

PROMOTIVE LINES

ORIGINATION DATE: 12/15/1975
AMENDED DATE: 2/1/1982; 7/28/1999; 7/16/2015
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 immediate supervision, performs apprentice stationary engineer work as part of a recognized program established by the Joint Apprenticeship and Advisory Committee, Stationary Engineers' Trade; all work to be performed and related supplemental instruction are enumerated in the Apprenticeship Standards formulated by said Committee and are summarized in this specification; assists the Stationary Engineer in the operation and maintenance of a wide variety of complex machinery and equipment in a water treatment plant and performs related duties as required.

DISTINGUISHING FEATURES

The Apprentice Stationary Engineer, Water Treatment I works under the immediate supervision of a qualified journey level stationary engineer during the first two years (or 5200 hours) of the four year apprenticeship required by the trade, learning the operation, repair and maintenance of various machinery and equipment though diversified experience, on-the-job training and related instruction in order to become fully skilled craftsperson. Class 7339 Apprentice Stationary Engineer, Water Treatment I is distinguished from the next higher class 7352 Apprentice Stationary Engineer, Water Treatment II in that the incumbents in the latter class perform more advanced work processes that lead to full journey level duties under general supervision.

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. Assists in operating automatic and manually controlled purification and water treatment equipment including pumps, motors, chemical feeders and filters.

2. Assists in performing water analysis to maintain proper quality and chemical dosage in a filtration plant; assists in performing control tests on water samples to determine chlorine residual, pH, alkalinity, turbidity, color, odor, saturation index and flocculation factors; maintain appropriate logs and reports.

3. Assists in the operation and maintenance of switching and controlling equipment, motor driven pumps, generators, motor, air compressors, ventilating fans, circuit breakers, elevators, condensate and sump pumps, water heating and pumping equipment and other equipment.

4. Assists with contacting and communicating and is required to deal with contractors, building tenants and/or the general public in order to be able to discharge assigned duties.

5. Assists in operating automatic and manually controlled purification and water treatment
equipment including pumps, motors, chemical feeders and filters.

6. Assists in reading and interpreting meters, gauges and charts.

7. Assists with the maintenance of keys, communications equipment, and security (in the absence of Security Personnel), in order to ensure the security of a plant and buildings and grounds, including public safety. As part of an emergency response team, assists with recognizing, evaluating, and responding to potentially hazardous situation.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Ability to: learn the methods, tools and equipment used in the operation, maintenance and repair of a variety of mechanical and electrical pumping, heating, ventilating, water treatment and related plant machinery and equipment; establish effective working relationships with journey level stationary engineers and other apprentices; understand spoken instructions and verbally communicate work-related questions and information; read, write, understand and maintain routine records and reports and other work-related information regarding plant activities; operate motor vehicles with both automatic and manual automobile transmissions.

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 Training:

Applicants must be 18 years of age by the end of the filing period; And

Applicants must have either a High School Graduation Diploma, Graduation Equivalent Degree (G.E.D.), or California High School Proficiency Certificate; And

Applicant must be a current International Union of Operating Engineers, Stationary Engineers Local 39; 7339 Apprentice Eligible List; Or

Applicant must be a current indentured Stationary Engineer Apprentice with the Stationary Engineers Local 39 who has not completed more than 2080 hours of their combined work process and classroom study as an Apprentice Stationary Engineer And

Successfully pass the City and County of San Francisco pre-employment drug test; And

License and Certification:

Possession of a valid California Driver’s License
SUPPLEMENTAL INFORMATION

Special Requirement:

Upon being hired, the apprentice, the employer Department of Human Resources and the Joint Apprenticeship Committee must sign an apprenticeship indenture. This is an agreement with the employer City and the apprentice, which is filed with the State of California Department of Industrial Relations Division of Apprenticeship Standards, that the employer City will train the apprentice in accordance with the apprenticeship standards and the collective bargaining agreement or MOU.

Physical Skills require considerable physical effort in the repair and upkeep of machinery and equipment; the ability to lift heavy objects; physical stamina to stand, stoop, bend and climb ladders and for confined space entry and tight crawl spaces.

Work environment may require: exposure to working conditions where minor abrasions, bruises and burns may be encountered; occasional disagreeable work inside close and dirty spaces.

PROMOTIVE LINES

ORIGINATION DATE: 7/27/1994
AMENDED DATE: 7/16/2015
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 immediate supervision, performs apprentice stationary engineer work as part of a recognized program established by the Joint Apprenticeship and Advisory Committee, Stationary Engineers’ Trade; all work to be performed and the related supplemental instruction are enumerated in the Apprenticeship Standards formulated by said committee and are summarized in this specification; assists the stationary engineer in the operation and maintenance of a wide variety of complex machinery and equipment in a sewage treatment plant or pumping station; and performs related duties as required.

DISTINGUISHING FEATURES

The Apprentice Stationary Engineer, Sewage Plant I works under the immediate supervision of a qualified journeyman during the first two years (or 5200 hours) of the four-year apprenticeship required by the trade, learning the operation and maintenance of various machinery and equipment through diversified experience, on-the-job training and related instruction, in order to become a fully skilled craftsperson. Class 7375 Apprentice Stationary Engineer, Sewage Plant I, Sewage Plant is distinguished from the next higher class 7356 Apprentice Stationary Engineer, Sewage Plant II in that the incumbents in the latter class perform more advanced work processes that lead to full journey level duties under general supervision.

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. Assists in visual inspection and/or manual tests of all plant machinery equipment in an assigned area or pumping station for proper operation.

2. Assists in adjusting valves and controls as required to maintain proper flow and treatment of sewage.

3. Assists in taking periodic readings of gauges and meters, in charting and recording results in plant operating logs.

4. Assists in performing a variety of manual tasks requiring the handling of equipment exposed to raw sewage; collecting raw sewage samples on prescribed schedule at specific locations; may assist in making simple chemical analyses of samples collected.

5. Assists in making major and minor repairs to all treatment plant and pumping stationary machinery including pumps, grit collectors, conveyors and washers, chlorinators, evaporators and storage tanks, sludge collectors, drive units, deodorizing equipment and a variety of metering and recording devices; assists in lubricating, greasing and cleaning machinery and equipment and maintaining work areas in a clean and orderly fashion; assists in servicing
contacts on electric motor line starters, auxiliary relays and automatic switches.

6. Assists in the operation and maintenance of pumping, heating, ventilating and auxiliary plant machinery and equipment; assists in repairs and adjustments to electric motors, boilers, pumps, compressors, alarm systems, switchboards, controls) elevators and other machinery.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Ability to: learn the methods, tools and equipment used in the operation, maintenance and repair of a variety of mechanical and electrical, pumping, heating, ventilating and related plant machinery and equipment; establish effective working relationships with journey level stationary engineers and other apprentices; understand spoken instructions and verbally communicate work-related questions and information; read, write, understand and maintain routine records and reports and other work-related information regarding plant activities; operate motor vehicles with both automatic and manual automobile transmissions.

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 Training:
Applicants must be 18 years of age by the end of the filing period; And
Applicants must have either a High School Graduation Diploma, Graduation Equivalent Degree (G.E.D.), or California High School Proficiency Certificate; And
Applicant must be a current International Union of Operating Engineers, Stationary Engineers Local 39; 7375 Apprentice Eligible List; Or
Applicant must be a current indentured Stationary Engineer Apprentice with the Stationary Engineers Local 39 who has not completed more than 2080 hours of their combined work process and classroom study as an Apprentice Stationary Engineer And
Successfully pass the City and County of San Francisco pre-employment drug test; And

License and Certification:
Possession of a valid California Driver’s License

SUPPLEMENTAL INFORMATION

Special Requirement:
Upon being hired, the apprentice, the employer Department of Human Resources and the Joint Apprenticeship Committee must sign an apprenticeship indenture. This is an agreement with the employer City and the apprentice, which is filed with the State of California Department of
Title: Apprentice Stationary Engineer, Sewage Plant I
Job Code: 7375

Industrial Relations Division of Apprenticeship Standards, that the employer City will train the apprentice in accordance with the apprenticeship standards and the collective bargaining agreement or MOU.

Physical Skills require considerable physical effort in the repair and upkeep of machinery and equipment; the ability to lift heavy objects; physical stamina to stand, stoop, bend and climb ladders and for confined space entry and tight crawl spaces.

Work environment may require: exposure to working conditions where minor abrasions, bruises and burns may be encountered; occasional disagreeable work inside close and dirty spaces.

PROMOTIVE LINES
FROM: Entrance Class

ORIGINATION DATE: 12/15/1975

AMENDED DATE: 2/1/1982; 7/16/2015

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