

**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:** 09  
**Fiscal Year:** 2015/2016  
**Posted Date:** 07/24/2015  
**Reposted Date:** N/A

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

Item #	Job Code	Title
1	5130	Sewage Treatment Plant Superintendent

**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](mailto: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](mailto:Megan.Siems@sfgov.org).

Copies of this notice may be obtained from the Department of Human Resources or from the website at: <http://sfdhr.org/index.aspx?page=109>. Copies of Civil Service Rule 109 may be obtained from the Department of Human Resources, the office of the Civil Service Commission at 25 Van Ness Ave, Suite 720, San Francisco, CA 94102 or from the website at: <http://www.sfgov3.org/index.aspx?page=328>.

**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

**CITY AND COUNTY OF SAN FRANCISCO  
DEPARTMENT OF HUMAN RESOURCES**

**Title: Sewage Treatment Plant Superintendent  
Job Code: 5130**

**INTRODUCTION**

Under general supervision is responsible for directing the maintenance, repair and operational activities of multifaceted sewage treatment facilities; performs responsible technical and administrative work in connection therewith; and performs related duties as required.

**DISTINGUISHING FEATURES**

Positions in this class are responsible for the day to day operation of municipal water treatment control facilities as they relate to sewage collection, storage, pumping, transport, treatment and disposal systems. Employees in this class are expected to make prompt decisions concerning process changes, operational modifications and changes in storm and sanitary flow conditions.

**SUPERVISION EXERCISED**

Supervises subordinate stationary engineers.

**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. Continuously reviews sewage system maintenance and operations, both physically and through evaluation of operating and laboratory reports, in order to evaluate facilities performance and to determine the need for changes in methods or processes.
2. As assigned, plans and supervises special research projects and studies; reviews results of such projects and studies and their application to system operations.
3. Initiates system conversion and alteration proposals and reviews related engineering plans and specifications; initiates payment requests for chemicals, parts and materials for operation; controls inventories of such items as required.
4. May participate in the preparation of system budgets and in the maintenance of records and preparation of operational reports.
5. Attends meetings with other water pollution control personnel to coordinate facilities operations and maintenance with various construction projects; may appear before various public bodies to provide information about sewage treatment operations; meets with federal and state officials as necessary.

**IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES**

Requires thorough knowledge of: the bacteriological and chemical treatment of sewage and its effect on plant machinery and equipment; the entire sewer system and the legal requirements for its proper operation; good knowledge of modern administrative techniques and methods.

Requires ability to: analyze technical sewage system operating problems and to determine proper remedial action; plan, assign and supervise the activities of subordinate personnel; deal

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effectively and courteously with other city departments, outside agencies and the general public. Requires skill in the application of engineering principles and practices to plant operation and maintenance problems.

**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~~ Possession of a baccalaureate degree four year from an accredited college or university, ~~with a baccalaureate degree,~~ with major course work in mechanical, chemical or sanitary engineering, chemistry, or a closely related field.

Experience:

~~Requires six~~ Five (5) years of ~~progressively responsible engineering~~ verifiable professional experience related to the operation, maintenance and repair of ~~large mechanical~~ sewage treatment plants or similar installations, including three (3) years of ~~responsible~~ supervisory and administrative experience; ~~or an equivalent combination of training and experience.~~

License and Certification:

Possession of a current valid California driver's license; **AND**

For positions in all sections of the Wastewater Enterprise: Possession of current Grade V, Wastewater Treatment Certificate issued by the California State Water Resources Control Board (SWRCB); OR

For positions in the Maintenance and Collection sections: Possession of a current Grade IV, Mechanical Technologist Certificate, issued by the California Water Environment Association.

~~Possession of appropriate grade level certificate issued by California Water Resources Control Board as follows:~~

~~Fully Qualified operator in Location Operator Training Richmond-Sunset Grade V operator in Training Northpoint Grade V Southeast Storm Flow Plant Grade V S.F. Int'l. Airport Grade IV~~

Substitution:

Additional qualifying experience as described above may substitute for the required education on a year-for-year basis. Thirty (30) semester units or forty-five (45) quarter units equal one (1) year. No substitutions will be allowed for the required supervisory and administrative experience.

**PROMOTIVE LINES**

**ORIGINATION DATE:** 2/7/77, 4/21/80

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DEPARTMENT OF HUMAN RESOURCES**

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**AMENDED DATE:** 7/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