NOTICE OF FINAL ACTION TAKEN BY THE
HUMAN RESOURCES DIRECTOR

Date: November 3, 2015
Re: Notice of Proposed Classification Actions – Final Notice No. 37 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 October 23, 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: 37
Fiscal Year: 2015/2016
Posted Date: 10/15/2015
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>7311</td>
<td>Cement Mason</td>
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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 Rich David, Senior Classification and Compensation Analyst, at (415) 557-4965 or by email at Rich.David@sfgov.org.


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INTRODUCTION
Under general supervision, performs skilled work in the placing and finishing of concrete on public or private property; lays out work for new construction or repair; breaks out damaged concrete and loads it into a dump truck; prepares job sites by setting up safety tripods and scaffolding; sets screeds and forms for concrete work; pours and finishes concrete; mixes and applies toppings, colors, grits, epoxy overlays and waterproofing compounds; ensures that completed work is covered and barricaded; writes reports and keeps records; uses a two-way radio, cell phone, and pager; and operates a motor vehicle. Performs related duties as required.

DISTINGUISHING FEATURES
The 7311 Cement Mason is a journey level classification that has responsibility for new construction and repair of sidewalks, curbs, gutters, streets, alleys, disability access ramps, stairs; repair and restoration of concrete walls and floors and similar finished cement work. This class is distinguished from the 7398 and 7399 Apprentice Cement Mason I and II in that the latter are entry-level trainee classes working under direct supervision as part of a formal apprenticeship program. It is further distinguished from the 7227 Cement Finisher Supervisor I in that the latter is a supervisory position.

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. Lays out work for new construction or repair by measuring and calculating the correct type and materials and supplies necessary to complete the job, ensure tools and jobsites are clean.
2. Prepares job sites by setting up safety tripods and scaffolding; may be trained to secure “confined space” job sites.
3. Breaks out old or damaged concrete by using pneumatic jackhammer and chipping guns, and various equipment.
4. Carries broken pieces of concrete, which weigh up to 90 pounds, for distances up to 50 feet, and loads them into a dump truck.
5. Uses tools and equipment such as trowels, coving tools, floats, hammers, saws, edgers, brushes, levels, pliers, concrete saws, trowel machines, and core drilling machines; may be trained to operate epoxy injection equipment.
6. Sets screeds and forms for concrete work and operates a transit/laser level to determine
CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES

Title: Cement Mason
Job Code: 7311

elevation of finished concrete.

7. Pours and finishes concrete sidewalks, curbs, gutters, streets, disability access ramps, and steps using screeds, trowels and floats.

8. Mixes and applies toppings, colors, grits, epoxy overlays, or waterproofing compounds in accordance with job specifications.

9. Ensures that completed work is covered and barricaded with A-frame barricades, and toe boards to assist the visually impaired.

10. Writes reports and keeps records of daily work assignments, location and description of completed jobs, and incidents and injuries.

11. Operates a motor vehicle to travel and transport materials to job sites.

12. May be required to operate ditching machines, trenching machines, or similar equipment.

13. Uses a two-way radio, cell phone and pager to communicate with coworkers, supervisors, and management regarding work details and locations, or emergency notification.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Knowledge of: tools, materials and equipment used in concrete work; technical methods and procedures used to pour and finish concrete; safety procedures provided in on-the-job training.

Ability and Skill to: operate hand, pneumatic and power tools, equipment and materials used in cement work, including chipping gun, jackhammer, concrete saw, screeds, trowels, coving tools, floats, drilling, ditching and trenching machines, epoxy injection equipment; operate a two-way radio, cell phone and pager; operate motor vehicles.

Ability to: perform mathematical calculations necessary to compute size of area and volume of material needed; write and speak in a manner that is easily understood; maintain effective working relationships

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:

Certificate of completion of Apprenticeship under the authority of the California Division of Apprenticeship Standards including; completion of the City’s apprenticeship program in class 7398 Apprentice Cement Mason I or in class 7399 Apprentice Cement Mason II OR Completion of a Division of Apprenticeship Standards or Department of Labor recognized
Title: Cement Mason  
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apprenticeship program, as evidenced by issuance of a Certificate of Completion of Apprenticeship under the appropriate authority; **AND**

**Experience:**

4,160 hours of verifiable work experience as a journey level cement mason; **OR**

At least 10,400 hours of verifiable journey-level cement masonry work experience.

**License and Certification:**

Possession of a valid Class C California driver’s license

**Substitution:**

**SUPPLEMENTAL INFORMATION**

Physical Ability to: climb ladders; crawl on hands and knees; lift objects that weigh up to ninety (90) pounds and carry them for distances up to fifty (50) feet; lift, drag and/or move with assistance large and/or heavy equipment to truck bed level; bend the knees, waist and back; stoop or squat; ability to kneel, bend and squat for considerable periods of time; remain in uncomfortable positions for extended periods of time.

Working Conditions:
The nature of the work may require exposure to inclement weather conditions and may require exposure to hazardous materials and/or conditions.

**PROMOTIVE LINES**

To: 7227 Cement Finisher Supervisor I

From: Entrance examination

**ORIGINATION DATE:** 7/1/77

**AMENDED DATE:** 10/29/2001, 8/19/09, 09/26/12, 10/23/15

**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