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: 54
Fiscal Year: 2015/2016
Posted Date: 12/18/2015
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>
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<tbody>
<tr>
<td>1</td>
<td>7320</td>
<td>Apprentice Automotive Machinist 1</td>
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<tr>
<td>2</td>
<td>7321</td>
<td>Apprentice Automotive Machinist 2</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 Rich David, Senior Classification and Compensation Analyst, at (415) 557-4965 or by email at Rich.David@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
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 immediate supervision, assists the journey machinist in performing skilled machinist work in the maintenance, repair and overhaul of heavy-duty and off-road vehicles and power-driven equipment, such as diesel trucks and buses, firefighting vehicles, compressors, generators, graders, backhoes, tractors, small engines (lawn mowers, etc.) and electric motors (on carts, etc.) and may also fabricate and modify parts to make or repair machine tools or maintain stationary engines, performs related duties as required. The apprentice is expected to complete satisfactorily, the training and related instruction for each type of equipment, process, and procedure and to qualify for advancement to Apprentice Automotive Machinist 2.

DISTINGUISHING FEATURES

Distinguishing Features: The Apprentice Automotive Machinist works under the immediate supervision of a qualified journey-level Automotive Machinist during the five year apprenticeship required by the trade, learning the heavy duty mechanics and the functioning of various mechanical, hydraulic and pneumatic assemblies and structures in heavy duty and off-road vehicles and power-driven equipment to be able to disassemble parts, evaluate malfunctions and make major repairs and overhauls; preventive maintenance; the operation and safety requirements of the machining and welding equipment, use of protective gear with all power equipment, and maintenance of a safe working environment and regulations concerning the handling of hazardous materials and toxic waste. Though experience in on-the-job training and related instruction become fully accomplished in the craft, and qualified for journey-level status.

Nature of work some physical effort and considerable dexterity in the use of the fingers, limbs and body; continuous exposure to physical and working conditions where minor injuries may occur.

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 maintenance, repair, overhaul, and service of heavy-duty and off-road vehicles and power-driven equipment using hand tools, power tools and machine tools such as lathes, drill presses, grinders, boring bars, valves refining tools and other machine tools.
2. Assists in the design, fabrication and welding of parts.
3. Assists with maintaining records of equipment mileage, service/repair logs, materials and parts logs, and equipment and parts orders.
4. Assists with responding to incoming emergency calls and may go to the site of the
Title: Apprentice Automotive Machinist 1  
Job Code: 7320

breakdown; may assist with towing vehicles.

5. Assists with inspecting, testing, and reviewing vehicles and equipment as part of the preventive maintenance program.

6. Assist with diagnosing malfunctions using test equipment, manufacturers’ specifications and repair manuals, and observation both in the shop and in the field in order to determine needed repairs.

7. Assists with ordering supplies, parts and materials necessary for the maintenance, repair and servicing of equipment and vehicles.

8. Drives city vehicles and operates equipment to assist with diagnosing malfunctions and to conduct final inspection of work completed.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Knowledge of: mathematics through Algebra 1, and measuring, counting, addition, subtraction, fundamental multiplication and division, without the aid of a calculator; basic English reading and writing; mechanical aptitude in the use of power equipment and other equipment.

Ability and Skill to:

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:

High School Graduation Diploma, Graduation Equivalent Degree (G.E.D.), or California High School Proficiency Certificate; **AND**

Completed one year (two semesters) of high school algebra or one semester of college algebra with a passing grade. Algebra must be completed at the time your application is submitted* **; AND**

Applicant must successfully pass a written aptitude examination; **AND**

Experience:

Applicants must be 18 years of age by the end of the selection process*; **AND**

License and Certification:

Must have a valid CA Class C Driver’s License; **AND**

Requires obtaining a Class B Driver's license within two (2) years of appointment. Failure to obtain the appropriate driver's license within the specified time period may be cause for
SUPPLEMENTAL INFORMATION

Must successfully pass the City and County of San Francisco pre-employment drug test

*Proof of one (1) year of High School Algebra or one (1) term of college Algebra with a passing cumulative grade of "C-" or better. (Your official transcripts MUST state "Algebra", or the like. If your algebra course was entitled "Integrated Math", "Math 90" or the like, your school must include a letter written on letterhead that states the course you took was the equivalent to algebra).

*Proof of age indicating that you are 18 years of age or older. Copy of valid CA Driver’s License is acceptable.

PROMOTIVE LINES

ORIGINATION DATE: 12/XX/15

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, assists the journey machinist in performing skilled machinist work in the maintenance, repair and overhaul of heavy-duty and off-road vehicles and power-driven equipment, such as diesel trucks and buses, firefighting vehicles, compressors, generators, graders, backhoes, tractors, small engines (lawn mowers, etc.) and electric motors (on carts, etc.) and may also fabricate and modify parts to make or repair machine tools or maintain stationary engines, performs related duties as required. The apprentice is expected to complete satisfactorily, the training and related instruction for each type of equipment, process, and procedure and to qualify for advancement to journey-level Automotive Machinist.

DISTINGUISHING FEATURES

Distinguishing Features: The Apprentice Automotive Machinist works under the immediate supervision of a qualified journey-level Automotive Machinist during the five year apprenticeship required by the trade, learning the heavy duty mechanics and the functioning of various mechanical, hydraulic and pneumatic assemblies and structures in heavy duty and off-road vehicles and power-driven equipment to be able to disassemble parts, evaluate malfunctions and make major repairs and overhauls; preventive maintenance; the operation and safety requirements of the machining and welding equipment, use of protective gear with all power equipment, and maintenance of a safe working environment and regulations concerning the handling of hazardous materials and toxic waste. Though experience in on-the-job training and related instruction become fully accomplished in the craft, and qualified for journey-level status.

Nature of work some physical effort and considerable dexterity in the use of the fingers, limbs and body; continuous exposure to physical and working conditions where minor injuries may occur.

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 maintenance, repair, overhaul, and service of heavy-duty and off-road vehicles and power-driven equipment using hand tools, power tools and machine tools such as lathes, drill presses, grinders, boring bars, valves refining tools and other machine tools.

2. Assists in the design, fabrication and welding of parts.

3. Assists with maintaining records of equipment mileage, service/repair logs, materials and parts logs, and equipment and parts orders.

4. Assists with responding to incoming emergency calls and may go to the site of the
Title: Apprentice Automotive Machinist 2
Job Code: 7321

breakdown; may assist with towing vehicles.

5. Assists with inspecting, testing, and reviewing vehicles and equipment as part of the preventive maintenance program.

6. Assist with diagnosing malfunctions using test equipment, manufacturers’ specifications and repair manuals, and observation both in the shop and in the field in order to determine needed repairs.

7. Assists with ordering supplies, parts and materials necessary for the maintenance, repair and servicing of equipment and vehicles.

8. Drives city vehicles and operates equipment to assist with diagnosing malfunctions and to conduct final inspection of work completed.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Knowledge of: mathematics through Algebra 1, and measuring, counting, addition, subtraction, fundamental multiplication and division, without the aid of a calculator; basic English reading and writing; mechanical aptitude in the use of power equipment and other equipment.

Ability and Skill to:

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:

High School Graduation Diploma, Graduation Equivalent Degree (G.E.D.), or California High School Proficiency Certificate; AND

Completed one year (two semesters) of high school algebra or one semester of college algebra with a passing grade. Algebra must be completed at the time your application is submitted*; AND

Experience:

Appointees must be 18 years of age by the end of the selection process*; AND

Appointees must have successfully completed the requirements of Apprentice Automotive Machinist 1; AND

License and Certification:

Must have a valid CA Class C and B Driver’s License;

Failure to maintain the appropriate driver's license may be cause for separation.

Substitution:
SUPPLEMENTAL INFORMATION

Must successfully pass the City and County of San Francisco pre-employment drug test

*Proof of one (1) year of High School Algebra or one (1) term of college Algebra with a passing cumulative grade of "C-" or better. (Your official transcripts MUST state "Algebra", or the like. If your algebra course was entitled "Integrated Math", "Math 90" or the like, your school must include a letter written on letterhead that states the course you took was the equivalent to algebra).

*Proof of age indicating that you are 18 years of age or older. Copy of valid CA Driver's License is acceptable.

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ORIGINATION DATE: 12/XX/15

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