NOTICE OF FINAL ACTION TAKEN BY THE
HUMAN RESOURCES DIRECTOR

Date: March 31, 2017

Re: Notice of Proposed Classification Actions – Final Notice No. 41 FY 16/17 (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 March 31, 2017.

Micki Callahan
Human Resources Director

by: ____________________________
Steve Ponder
Classification and Compensation Director
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 Operations
Micki Callahan, DHR
Michael Brown, CSC
Sandra Eng, CSC
Christopher Colandene, SFERS
Theresa Kao, 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: 41  
Fiscal Year: 2016/2017  
Posted Date: 03/21/2017  
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>9343</td>
<td>Roofer</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 Stephen Fu, Management Assistant, at (415) 701-5680 or by email at Stephen.Fu@sfgov.org.


cc: All Employee Organizations  
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DEFINITION

Under general supervision, the essential functions of a roofer are to maintain, repair and reroof a variety of roofs/structures as a member of a roofing crew.

DISTINGUISHING FEATURES

This is a journey-level class in the roofer series. It is distinguished from Job Code 9344 Roofer Supervisor in that the latter is responsible for supervising a crew of roofers.

SUPERVISION EXERCISED

None.

EXAMPLES OF 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. Maintains, repairs and reroofs a variety of roofs by replacing broken slate, tile or shingle, applying additional layers of cap sheet over a built-up roof and removing old cap sheet/felt. Applies modified bitumen and one-ply systems.
2. Cleans and prepares roof surfaces and replaces with new roofing material when necessary.
3. Safely lifts and handles roofing materials such as asphalt, gravel, ply sheets, Torch On, and mineral surfaced cap sheets with a variety of handtools such as axes, razor knives, tin snips and flat bars.
4. Quarters asphalt plugs with an axe, placing asphalt in kettle and transporting hot asphalt in service buckets and high-boy or low-boy drums to designated areas.
5. Assembles, operates, and maintains equipment in a safe and proper manner such as hoists, cranes, asphalt kettles, ladders, brackets, planks and fall protection.
6. Secures equipment to ensure safety and prevent damage to buildings, equipment and supplies or prevent injury to personnel.
7. Waterproofs floors, bathrooms, showers, concrete slabs, planter boxes, and pilings to achieve a watertight seal.
8. Inspects existing roof surfaces (membranes, tile, etc.) for roof or systems failure as part of an on-going preventive maintenance program.
9. Drives city vehicles to work site and/or to pick up and transport equipment and supplies.
Title: Roofer  
Job Code: 9343

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Maintenance, repair and reroofing methods and procedures; purpose, use and care of roofing tools, materials and equipment; and safety methods and procedures required for roofing activities.

Ability and Skill to: Understand and follow oral instructions; communicate with supervisors, coworkers and the public; perform physical tasks requiring physical effort and dexterity such as working at considerable heights atop tall buildings, climbing ladders and lifting; carrying heavy roofing tools, heavy materials and equipment; and driving city vehicles; Use tools, materials, and equipment used to maintain, repair and reroof a variety of roofs of new and existing construction; Ability to lift and carry materials weighing up to 110 pounds for distances up to 25 feet.

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:
Completion of a recognized three and a half (3.5) years (42-month) Roofer apprenticeship program.

Experience:
Three and a half (3.5) years of experience as a journey-level roofer

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

Substitution:
Additional experience as described above may be substituted for the required apprenticeship on a year-for-year basis.

SUPPLEMENTAL INFORMATION

Nature of the work: requires performance of heavy work such as lifting, carrying, and moving tools, equipment and supplies weighing up to 110 pounds for distances up to 100 feet; constant bending, reaching, pulling, climbing, balancing, squatting, and crawling, at considerable heights and pitches often in adverse weather conditions.
Title: Roofer  
Job Code: 9343

PROMOTIVE LINES

To: 9344 Roofer Supervisor 1

ORIGINATION DATE: 9/5/57

AMENDED DATE: 7/02/04; 3/31/17

REASON FOR AMENDMENT: To accurately reflect the current tasks, knowledge, skills & abilities, and minimum qualifications.

BUSINESS UNIT(S): COMMN SFMTA SFCCD SFUSD