

City and County of San Francisco



Department of Human Resources

Edwin Lee  
Mayor

Micki Callahan  
Human Resources Director

**NOTICE OF FINAL ACTION TAKEN BY THE  
HUMAN RESOURCES DIRECTOR**

Date: August 11, 2017

Re: **Notice of Proposed Classification Actions – Final Notice No. 43 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 August 11, 2017.

Micki Callahan  
Human Resources Director

by: \_\_\_\_\_

A handwritten signature in black ink, appearing to be "Steve Ponder", written over a horizontal line.

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:** 43  
**Fiscal Year:** 2016/2017  
**Posted Date:** 04/17/2017  
**Reposted Date:** 08/02/2017

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

Item #	Job Code	Title
1	7203	Buildings and Grounds Maintenance Supervisor
2	7120	Buildings and Grounds Maintenance 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 Stephen Fu, Management Assistant, at (415) 701-5680 or by email at [Stephen.Fu@sfgov.org](mailto:Stephen.Fu@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  
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**CITY AND COUNTY OF SAN FRANCISCO  
DEPARTMENT OF HUMAN RESOURCES**

**Title: Buildings and Grounds Maintenance Supervisor  
Job Code: 7203**

**INTRODUCTION**

Under direction, supervises and is responsible for various craft workers engaged in buildings and grounds maintenance, repair, and related activities; and performs related work as required.

**DISTINGUISHING FEATURES**

Positions in this class are typically located within large departments with primary responsibility for buildings and grounds maintenance and repair work exclusive of stationary engineering activities. Positions located within smaller facilities or on an as needed basis in large departments may additionally be assigned responsibility for stationary engineering activities.

The Buildings and Grounds Maintenance Supervisor is distinguished from the next higher level, class 7120 Buildings and Grounds Maintenance Superintendent in that the latter class has broad management responsibility for directing, organizing, developing and coordinating buildings, grounds and plant machinery maintenance and repair programs for a large facility.

**SUPERVISION EXERCISED**

Supervision includes local administrative control and work assignments of personnel. Supervisory stationary engineers and craft general forepersons will supervise their respective workers in those matters pertaining to craft or trade techniques or methods.

**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. Supervises and assigns duties and work to various craft and laboring personnel engaged in the maintenance, repair, and alteration of buildings and grounds; checks on the quality and progress of work assigned; approves all work performed at the facilities by craft workers assigned from the Department of Public Works or by private contractors; may supervise housekeeping activities.
2. Receives and processes complaints or requests concerning the maintenance and repair of all buildings.
3. Orders supplies and maintains inventories of repair parts, tools, chemicals and fuel; keeps payroll, work records, reports and conducts inspections.
4. Oversees road maintenance, drainage ditches and culverts, propane gas systems and internal electric power lines.

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

Knowledge of: building maintenance and repair methods and techniques; building materials and their properties and application to various repair projects; the operation and repair of various

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DEPARTMENT OF HUMAN RESOURCES**

**Title: Buildings and Grounds Maintenance Supervisor  
Job Code: 7203**

types of steam power plant and auxiliary equipment and plumbing, electrical, ventilation and refrigeration equipment, applicable building codes, laws and regulations.

Ability and Skill to: plan, organize and direct the activities of subordinates engaged in building and plant maintenance, repair and operations; coordinate maintenance, repair, and installation activities with normal functions of the facility; keep operational and other records.

**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:

Experience:

Six (6) years of experience operating, maintaining and repairing a wide variety of mechanical, electrical, pumping, heating, air conditioning, ventilation, refrigeration and related plant machinery and systems found in large industrial, production, commercial or institutional buildings, of which two (2) years must have been in a supervisory capacity directing the operation and maintenance activities of subordinate personnel.

License and Certification:

Possession of a Universal Chlorofluorocarbon (CFC) certificate issued by the Federal Environmental Protection Agency for working with heating and ventilating equipment (HVAC) or other refrigeration equipment using CFCs and HCFCs.

Possession of a valid class "C" Driver license

Substitution:

**SUPPLEMENTAL INFORMATION**

**PROMOTIVE LINES**

To: 7120 Buildings and Grounds Maintenance Superintendent

**ORIGINATION DATE:** 05/24/1976

**AMENDED DATE:** 01/10/1986; 08/11/17

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

**Title: Buildings and Grounds Maintenance Supervisor  
Job Code: 7203**

**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 SFCCD SFUSD

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

**Title: 7120**

**Job Code: Buildings and Grounds Maintenance Superintendent**

**DEFINITION**

Under general direction, manages and directs personnel in the safe operation, maintenance and repair of a group of buildings and surrounding grounds, including physical properties, machinery, equipment and other pertinent inside and outside facilities; maintains environmental health and safety compliance in accordance with local, state, and federal laws and regulations.

**DISTINGUISHING FEATURES**

Class 7120 Building and Grounds Maintenance Superintendent has broad management responsibility for directing, developing, coordinating and controlling comprehensive maintenance and repair of buildings, grounds, related plant machinery and systems, serving as a liaison for the department head to other departments and outside agencies.

It is distinguished from the subordinate class 7203 Building and Grounds Maintenance Supervisor and second-level supervisory class 7205 Chief Stationary Engineer, who are responsible for less complex facilities and grounds, specific functional areas or projects and the direct or indirect supervision of various craft and engineering crews.

In most departments, classes 7203 Building and Grounds Maintenance Supervisor and/or 7205 Chief Stationary Engineer are assigned to support the 7120 Building and Grounds Maintenance Superintendent.

**SUPERVISION EXERCISED**

Supervision includes local administrative control and work assignments of personnel. Supervisory stationary engineers and craft general forepersons will supervise their respective workers in those matters pertaining to craft or trade techniques or methods.

**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. Manages and coordinates activities and personnel engaged in the general maintenance and repair of all buildings and grounds.
2. Plans and directs facility maintenance, renovation and capital improvement projects and related programs; assigns duties to all permanent craft and building trade mechanics, operating engineers and maintenance personnel engaged in the upkeep and operations of buildings and adjacent grounds; inspects and certifies as to satisfactory completion of work done by city shops or crafts under private contract prior to certification for payment.
3. Confers with the administrator, department heads, city departments, contractors, outside organizations, tenants, the public and others concerned to effectuate necessary coordination required in the satisfactory functioning of maintenance and operational activities.
4. Designs, monitors and maintains building management and maintenance systems, operational procedures and records using applicable software; plans and supervises the repair,

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DEPARTMENT OF HUMAN RESOURCES**

**Title: 7120**

**Job Code: Buildings and Grounds Maintenance Superintendent**

maintenance and alteration of mechanical and electrical systems; advises administrator and department heads on specific operational or mechanical features of complex equipment and systems.

5. Acts in behalf of the administrator or department head during various engineering and architectural design projects pertaining to the replacement or repair of major machinery, equipment and systems; coordinates various operations in connection with their installation.

6. Supervises all areas of operations including steam and electrical power generation and distribution, refrigeration and air conditioning, laundry and kitchen equipment, elevators, repair shops and related mechanical, electrical, pumping, heating, ventilation and plant machinery.

7. Prepares budgets, proposals, job estimates, and other reports or correspondence for activities supervised; develops and recommends requirements for personnel, materials, supplies and equipment; subsequently is responsible for expenditures for professional and nonprofessional services and purchase of operational materials and supplies within budgetary allocations.

8. Supervises the maintenance and routine care of the landscaped areas adjacent to all buildings including care of trees, shrubs, flowers and lawns; supervises the maintenance of all pedestrian walks, roadways and automobile parking areas; and directs the removal of hazardous materials.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of: The various crafts associated with mechanical operation and maintenance aspects of large plant machinery, equipment and systems; building maintenance and repair practices and procedures and the operation and maintenance requirements of associated machinery and equipment including heating, ventilating, electrical, construction, plumbing, landscape architecture, computer monitoring and control, power plant and other utility equipment used in the repair and maintenance of public buildings, equipment, machinery, systems, and adjacent grounds; local, state and federal guidelines for regulation and compliance pertaining to building maintenance and environmental health and safety.

Ability and Skill to: Plan, organize and direct comprehensive building and operational maintenance programs and projects including the development of maintenance standards; coordinate maintenance services with the operation of other building services and activities; work effectively with administrative personnel, subordinate supervisory employees, various craft personnel, representatives of outside agencies and groups and the public; effectively communicate both orally and in writing; analyze problems, develop solutions and prioritize various projects and continuous activities; utilize applicable computer software.

### **MINIMUM QUALIFICATIONS**

*These minimum qualifications establish the education, training, experience, special skills and/or license(s) which*

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**Title: 7120**

**Job Code: Buildings and Grounds Maintenance Superintendent**

*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:**

**Experience:**

Eight (8) years of experience operating, maintaining and repairing a wide variety of mechanical, electrical, pumping, heating, air conditioning, ventilation, refrigeration and related plant machinery and systems found in large industrial, production, commercial or institutional buildings; of which four (4) years must have been in a supervisory capacity directing the operation and maintenance activities of subordinate personnel.

**License and Certification:**

Possession of a Universal Chlorofluorocarbon (CFC) certificate issued by the Federal Environmental Protection Agency for working with heating and ventilating equipment (HVAC) or other refrigeration equipment using CFC's and HCFC's.

Possession of a valid class "C" Driver License.

**Substitution:**

**SUPPLEMENTAL INFORMATION**

May operate a motor vehicle to attend meetings, transport parts, equipment or staff.

**PROMOTIVE LINES**

From: 7203 Buildings and Grounds Maintenance Supervisor, 7205 Chief Stationary Engineer

**ORIGINATION DATE:** 03/23/1961

**AMENDED DATE:** 07/19/1971; 7/22/14; 08/11/17

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

**BUSINESS UNIT(S):** COMMN SFMTA SFCCD SFUSD