



Edwin Lee
Mayor

Micki Callahan
Human Resources Director

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

Date: October 11, 2016

Re: **Notice of Proposed Classification Actions –Final Notice No. 7 FY 15/16 (copy attached).**

Pursuant to completion of discussion with Local 38 regarding this classification action, the classification action contained in the above referenced notice became effective October 11, 2016.

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 Support Services
Micki Callahan, DHR
Michael Brown, CSC
Sandra Eng, CSC
Maria Newport, SFERS
Devin Macaulay, Controller/ Budget Division
Theresa Kao, Controller/ Budget Division
Drew Murrell, 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: 07
Fiscal Year: 2016/2017
Posted Date: 08/25/2016
Reposted Date: 09/30/2016

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

Item #	Job Code	Title
1	7213	Plumber Supervisor I

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 Victor H Vallejo, Clerk, at (415) 557-4894 or by email at Victor.h.Vallejo@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
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**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**

**Title: Plumber Supervisor I
Job Code: 7213**

INTRODUCTION

Under direction, plans, assigns and supervises work of journeyman plumbers engaged in maintenance and repair work in water, sewer and other plumbing systems and performs related duties as required.

Requires responsibility for: explaining and enforcing existing plumbing methods and procedures; makes frequent public contact with departmental personnel; prepares operating reports and records on various phases of plumbing maintenance.

DISTINGUISHING FEATURES

The 7213 Plumber Supervisor I is the first supervisory level in the Plumbing series. It is distinguished from the Plumber by its supervisory responsibility. It is distinguished from the 7239 Plumber Supervisor II in that the latter supervises the former.

SUPERVISION EXERCISED

Exercises supervision over subordinate plumbing staff.

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. Plans, assigns and supervises work of plumbers on maintenance, repair, remodel jobs, new construction sites at various locations; coordinates work with other trades involved in the work.
2. Makes estimates regarding the amount of labor and materials needed for various jobs under his supervision.
3. Identifies issues; solves problems and takes appropriate action in relation to plumbing jobs in a timely manner.
4. Inspects and evaluates that work is completed correctly, on time and in compliance with codes and regulations.
6. Purchases materials required for inventory and the installation of various plumbing jobs.
7. Plans and coordinates safety meetings; schedules training for Personal Protective Equipment (PPE); enforces work procedures and performs safety inspections.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Knowledge of: the methods, materials, machinery, tools and equipment used in water, sewer

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

**Title: Plumber Supervisor I
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and other plumbing systems; of existing safety codes, ordinances and regulations related to the trade

Ability and Skill to: to supervise, monitor and evaluate subordinate personnel, including ability to counsel and discipline; to calculate and prepare estimates of materials and labor; ; to interact, establish, maintain effective and cooperative working relationships with others; to communicate clearly and concisely, both orally and in writing; to use a computer and utilize applicable computer software associated to the work.

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 high school, AND completion of a recognized Apprenticeship in the craft.

Experience:

Five (5) years of journey level plumbing experience in building trades.

License and Certification:

Possession of a valid California driver's license.

Substitution:

Additional qualifying journey level plumbing experience may be substituted for the required plumbing apprenticeship on a year-for-year basis.

SUPPLEMENTAL INFORMATION

Nature of work often involves some physical effort requiring walking and standing, frequent, exposure to hazardous environments and disagreeable elements where injuries may be encountered.

PROMOTIVE LINES

To : 7239 Plumber Supervisor II
From: 7347 Plumber

ORIGINATION DATE: 07/06/1967

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

**Title: Plumber Supervisor I
Job Code: 7213**

AMENDED DATE: 07/01/1977 (Retitled); 10/11/16

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

BUSINESS UNIT(S): COMMN SFMTA SFCCD SFUSD