

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: September 6, 2016

Re: **Notice of Proposed Classification Actions –Final Notice No. 8 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 September 6, 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 Operations
Micki Callahan, DHR
Michael Brown, CSC
Sandra Eng, CSC
Christopher Colandene, SFERS
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: 8
Fiscal Year: 2016/2017
Posted Date: 08/25/2016
Reposted Date: N/A

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

Item #	Job Code	Title
1	9330	Pile Worker
2	9331	Piledriver Engine Operator
3	9332	Piledriver 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>.

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

**Title: Pile Worker
Job Code: 9330**

INTRODUCTION

Under the supervision of the Piledriver Supervisor I, performs a variety of manual work in the repair and construction of piers, wharves and related substructures. The essential functions of the position are: placing, driving and capping piles; placing stringers, sawing and laying decking; boring holes and framing timbers; tearing out decayed and damaged decking, stringers, caps and pilings. In addition, the Pile Worker is also responsible for assisting in moving and rigging the piledriver and/or truck crane; making minor repairs to piledriver machinery and equipment; fabricating rigging, both wire rope or synthetic line such as block and tackles, slings, chokers, pennants and related gear; building, maintaining and using floats, pontoons, or work boats in the maintenance and repair of piers and docks. The Pile Worker uses and maintains a wide variety of pneumatic and portable gas tools such as drills, sanders, wrenches, saws, fork lifts, torches, boring machines and other related tools.

The nature of the work requires sustained physical effort, frequently under adverse weather conditions such as working in rain or cold. Some positions require diving ability.

DISTINGUISHING FEATURES

This journey-level position works as part of a crew under the supervision of a Piledriver Supervisor I. It is distinguished from Class 9331 Piledriver Engine Operator in that the latter is responsible for operating, maintaining and repairing the piledriver and related equipment. It is distinguished from Class 9332 Piledriver Supervisor I in that it has no supervisory responsibilities.

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. Performs a variety of manual work in the repair and construction of piers, wharves and related substructures by removing and replacing decayed and/or damaged caps, stringers and decking; pulling, driving, framing and bolting piles; burning old bolts; and repairing docks. Inspects piling underwater, wraps damaged piles and identifies severely damaged piles for replacement. Performs underwater burning, welding and rigging for underwater projects.
2. Loads or unloads piles, timbers or debris to or from trucks or barges.
3. Assists in moving and rigging the piledriver by setting up, tearing down and resetting rigging.
4. Builds and maintains floats, pontoons, workboats and rafts.
5. Assists the dive crew by sending down equipment and tools.
6. Uses international code of hand signals to signal instructions to the Piledriver Engine

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

**Title: Pile Worker
Job Code: 9330**

Operator.

7. Uses and maintains pneumatic and portable gas tools.
8. Drives forklift and/or Port vehicles.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Knowledge of: methods, materials, equipment and safety procedures used in piledriver and wood, timber and concrete pile maintenance, repair, and replacement operations; safety standards used when operating pneumatic and electrical tools; international code of hand signals used with hoisting equipment; and methods used in rigging and in rope splicing.

Ability and Skill to: communicate with crew members and to understand instructions given by supervisors; use and maintain pneumatic and portable gas tools; abide by basic seamanship and coast guard regulations governing small boat handling; climb ladders; maintain balance on floating piles while rafting piles; swim to safety if knocked into water from floats, rafts, piles, etc.; and operate a skiff and/or other Port vehicles.

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:

Four (4) years of experience as a journey-level pile worker.

License and Certification:

Possession of a valid California driver's license and eligibility for coverage by the Port's insurance carrier.

Substitution:

Completion of a 4-year Pile Worker Apprenticeship Program may substitute for the required experience as described above.

SUPPLEMENTAL INFORMATION

For diving positions: One (1) year commercial construction diver experience and certification as a commercial diver by an Association of Commercial Diving Educators (ACDE) accredited dive school are required in addition to the experience described above.

Essential duties require the following physical skills and work environment: sustained physical effort in, on and around water frequently under adverse weather conditions such as rain and

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

**Title: Pile Worker
Job Code: 9330**

cold; moving large heavy timbers; operating a skiff; and driving Port vehicles. Some positions require diving ability.

PROMOTIVE LINES

ORIGINATION DATE: 07/09/1931

AMENDED DATE: 07/23/1942; 07/23/99; 06/15/01; 09/06/16

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

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

**Title: Piledriver Engine Operator
Job Code: 9331**

INTRODUCTION

Under the direction and supervision of the Piledriver Supervisor I, operates and maintains barge mounted and mobile land based cranes that support piledriving operations. This position may work independently or as part of a piledriving crew. As a member of a piledriving crew may perform a variety of work in the repair and construction of piers, wharves and related substructures and may be required to participate in placing, driving and capping pile, laying stringers and decking, framing timbers, demolition and removal of decayed or damaged structural or non-structural members. Nature of the work may require operating cranes under adverse weather conditions.

DISTINGUISHING FEATURES

The 9331 Piledriver Engine Operator is distinguished from the 9330 Pile Worker and 9332 Piledriver Supervisor in that the 9331 operates the cranes that support piledriving operations, whereas the work 9330 and 9332 involves the repair and construction of piers, wharves and related substructures.

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. Safely operates and maintains barge mounted and mobile land based cranes that support piledriving operations; drives forklifts and/or Port vehicles, and/or small boats.
2. Performs preventive and corrective maintenance of cranes and piledriving equipment.
3. Fuels cranes.
4. Conducts pre and post operational checks of the entire crane system.
5. Participates in the inspection and certification of cranes and auxiliary equipment.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Knowledge of: the operation, maintenance and servicing requirements of barge mounted and mobile land based cranes, rules and regulations regarding the safe operation and maintenance of cranes, safety equipment used in the operation of cranes and pileworking methods and operations.

Ability and Skill to: skillfully operate cranes on land and water, operate forklifts and small boats,

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

**Title: Piledriver Engine Operator
Job Code: 9331**

drive Port vehicles, follow oral and written instructions and keep routine records of equipment operations and inspections.

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:

Three (3) years certified crane operator experience on barge mounted and mobile land base cranes used for piledriving.

License and Certification:

Possession of valid California Class B commercial driver's license and insurability under the Port's automobile liability insurance.

Possession of National Commission for the Certification of Crane Operators (NCCCO) certificates including the following designations as required by CalOSHA: (a.) LBT -Lattice Boom Truck Cranes, (b.) LBC - Lattice Boom Crawler Cranes, (c.) TSS - Small Telescopic Boom Cranes (less than 17.5 ton) and (d.) TLL - Large Telescopic Boom Cranes (more than 17.5 ton).

SUPPLEMENTAL INFORMATION

PROMOTIVE LINES

ORIGINATION DATE: 1931

AMENDED DATE: 10/23/07; 09/06/16

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

BUSINESS UNIT(S): COMMN

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

**Title: Piledriver Supervisor I
Job Code: 9332**

INTRODUCTION

Under supervision of a Superintendent of Harbor Maintenance, the Piledriver Supervisor I performs the essential functions of assigning, directing and inspecting the work of a pile worker crew engaged in the construction, maintenance, repair or demolition of piers, wharves and other substructures for the Port of San Francisco. He/she is responsible for responding to emergency reports of damages to piers. The position requires a thorough knowledge of all procedures involved in placing, driving and removing piles (included is the knowledge of rigging, rafting, tending spool, operating the boiler engine and heavy framing, and of all the air and power tools and equipment used in these operations) in order to safely direct and lay out the work of the piledriving crew. The Piledriver Supervisor I may be required to perform duties of the Superintendent of Harbor Maintenance in his/her absence.

Some positions require the ability of a qualified diver to inspect underwater piles, wrap damaged piles, designate severely damaged piles for replacement; to perform underwater burning, welding and rigging; and familiarity with CAL OSHA regulations related to diving.

DISTINGUISHING FEATURES

This job code, reporting to a Superintendent of Harbor Maintenance, is responsible for the direct supervision of day-to-day maintenance activities of a pile worker crew. It is distinguished from the Superintendent job code in that it is responsible for planning and directly overseeing pile work maintenance activities while the latter is responsible for indirect supervision of a variety of craft job codes. It is distinguished from the Pile Worker job code in that it has supervisory responsibility.

SUPERVISION EXERCISED

Exercises direct supervision over pile workers.

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 pile worker crew engaged in the construction, maintenance, repair or demolition of piers and wharves.
2. Instructs crew regarding safety regulations.
3. Plans daily operations, inspects work sites, attends pre-job and post-job conferences, estimates crew and equipment needs and amount of time required for a specific job.

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

**Title: Piledriver Supervisor I
Job Code: 9332**

4. Uses a maintenance management system for estimating hours, supplies and materials needed for jobs; orders and requisitions materials needed.
5. May direct or perform underwater diving duties including the inspection of underwater piles, wrapping of damaged underwater piles, designating severely damage underwater piles for replacement, underwater burning, welding and rigging.
6. Drives Port vehicles in performance of above duties.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Knowledge of: pile work operations and safety practices; CAL OSHA regulations related to diving.

Ability and Skill to: supervise subordinate staff; read and draw blueprints, shop sketches and drawings; work underwater; communicate verbally and in writing; perform actual physical work; drive Port vehicles while maintaining insurability; climb ladders; maintain balance on floating piles while rafting piles; swim to safety if knocked into water from floats, rafts, piles, etc.; and operate a skiff and/or other Port vehicles.

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:

Five (5) years of verifiable journey-level experience as a pile worker.

License and Certification:

Possession of a valid California driver's license and eligibility for coverage by the Port's insurance carrier.

Substitution:

SUPPLEMENTAL INFORMATION

For diving positions only: One (1) year commercial construction diver experience and certification as a commercial diver by an Association of Commercial Diving Educators (ACDE) accredited dive school are required in addition to the experience described above.

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

**Title: Piledriver Supervisor I
Job Code: 9332**

Essential duties require the following physical skills and work environment: Ability to perform physical work in all weather conditions. Ability to wear appropriate forms of respiratory protection and pass a medical qualification examination for use of respirators is required.

PROMOTIVE LINES

ORIGINATION DATE: 07/09/1931

AMENDED DATE: 03/02/01; 09/06/16

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

BUSINESS UNIT(S): COMMN