

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: April 5, 2016

Re: **Notice of Proposed Classification Actions –Final Notice No. 78 FY 15/16 (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 April 5, 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
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: 78
Fiscal Year: 2015/2016
Posted Date: 03/28/2016
Reposted Date: N/A

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

Item #	Job Code	Title
1	7381	Automotive Mechanic

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) 557-4965 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
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
Alex Koskinen, Controller/ Budget Division
E-File

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

**Title: Automotive Mechanic
Job Code: 7381**

INTRODUCTION

Under general supervision, the Automotive Mechanic performs skilled mechanical work in the maintenance, repair and overhaul of automotive diesel, hybrid, and alternative fuel equipment.

DISTINGUISHING FEATURES

Positions allocated to the 7381 Automotive Mechanic job code function as journey- level mechanics. Positions in this job code are distinguished from those in the 7382 Automotive Mechanic Assistant Supervisor job code in that the latter function as first- line supervisors.

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. Maintains, repairs and overhauls a variety of mechanical equipment.
2. Maintains, removes, repairs, overhauls, installs and tunes engines.
3. Maintains, repairs, overhauls, adjusts, installs and calibrates automotive, diesel, hybrid and alternative fuel vehicle fuel systems.
4. Maintains and installs lighting circuits and auxiliary actuating circuits.
5. Maintains, repairs, overhauls and adjusts vehicle brake systems, vehicle cooling systems, vehicle chassis, wheel suspension, and articulated bus suspension systems.
6. Operates shop equipment and machine tools.
7. Troubleshoots equipment problems.
8. Makes road calls.
9. Completes paper and electronic forms and keeps records on work performed, time and parts used.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Knowledge of: automotive, diesel, hybrid and alternative fuel equipment and parts, including knowledge of engines, drive trains, fuel systems, electrical systems, heating and ventilation systems, computer systems, cooling systems, hydraulic systems and brake systems; maintenance and preventive maintenance; safe work practices and conditions, safety equipment and safety manuals.

Ability and Skill to: use shop tools and equipment; maintain, repair, overhaul, adjust, install and check a variety of automotive, diesel, hybrid and alternative fuel equipment; identify tools and shop equipment; read and understand electrical schematics, manuals, and other information; troubleshoot malfunctions in automotive, diesel, hybrid and alternative fuel equipment and

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

**Title: Automotive Mechanic
Job Code: 7381**

determine repair requirements; understand instructions and communicate effectively with others; fill out forms and keep records; interact with others in a professional manner use a computer to input data and use diagnostic software.

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 formal four (4) year Mechanic/Automotive Machinist apprenticeship program;
OR

Completion of an automotive mechanic training program, equivalent to a four (4) year Mechanic/Automotive Machinist apprenticeship, from an accredited college, vocational or technical school which results in the issuance of a degree or certificate.

Experience:

Two (2) years of journey-level experience in the maintenance and repair of one or more of the following: automotive, transit, diesel, hybrid or alternative fuel vehicles. (This experience must have been obtained within the last ten (10) years.)

License and Certification:

Possession of a valid California Class C driver license.

Some positions may require obtaining a Class A or Class B driver license with appropriate endorsements within six (6) months of appointment.

Substitution:

Four (4) years of non-journey level experience in a full service repair facility maintaining and repairing one or more of the following: automotive, transit, diesel, hybrid or alternative fuel vehicles can substitute for the four (4) years of education/training on a year-for-year basis. Experience gained in an automotive machine shop, gas station or body shop that is not a full service repair facility is not considered qualifying. Individual classes may not be substituted for apprenticeship training or non-journey level experience.

SUPPLEMENTAL INFORMATION

Other Requirements: Some positions require considerable physical effort to perform mechanical tasks on top of, under, inside and around equipment, and to lift equipment. May be exposed to potentially hazardous work conditions, and adverse weather and work conditions such as rain, cold, dirt and dust. May be assigned to work any shift including weekends and holidays.

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

**Title: Automotive Mechanic
Job Code: 7381**

PROMOTIVE LINES

To: 7382 Automotive Mechanic Assistant Supervisor

ORIGINATION DATE: 07/01/1977

AMENDED DATE: 10/31/2002; Amended 06/14/2012; 04/05/16

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 SFMTA