



Edwin Lee
Mayor

Micki Callahan
Human Resources Director

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

Date: July 27, 2016

Re: **Notice of Proposed Classification Actions –Final Notice No. 98 FY 15/16 (copy attached).**

Pursuant to completion of discussion with Local 261 regarding this classification action, the classification action contained in the above referenced notice became effective July 27, 2016.

Micki Callahan
Human Resources Director

by: _____

A handwritten signature in black ink, appearing to read "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: 98
Fiscal Year: 2015/2016
Posted Date: 06/09/2016
Reposted Date: 07/15/2016

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

Item #	Job Code	Title	Salary
1	7464	Utility Plumber Apprentice II	\$77,402 - \$88,062

RETITLE AND AMEND THE FOLLOWING JOB CODE(S):
(Job specification(s) attached)

Item #	Job Code	Former Title	New Title
1	7463	Utility Plumber Apprentice	Utility Plumber Apprentice 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
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
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Michael Brown, CSC
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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: Utility Plumber Apprentice II
Job Code: 7464**

INTRODUCTION

Under immediate supervision of a qualified journey level Utility Plumber, the 7464 Utility Plumber Apprentice II performs apprentice work by assisting in the installation, care and maintenance of water mains, pipes, meters, fire hydrants, gates and valves. Work is performed as part of a recognized program of the United Association of Journeymen and Apprentices of the Plumbing and Pipefitting Industry of the United States and Canada and is subject to the local coordinating committee of the Joint Apprenticeship Committees of the Plumbing and Pipefitting Industry; all work that may be performed is specified in the Points of Jurisdictions of the existing collective bargaining agreement. The apprentice is expected to complete satisfactorily the training and related instruction for each type of equipment and to qualify for promotion to journeyman 7388 Utility Plumber.

Requires progressive responsibility for carrying out duties according to instructions. Nature of work involves considerable dexterity in the use of fingers, hands, limbs and body with exposure to physical and working conditions where moderately serious injuries may occur.

DISTINGUISHING FEATURES

The Utility Plumber Apprentice II works under direct supervision of a qualified journey level Utility Plumber during the apprenticeship required by the trade, learning the operation, repair and maintenance of water mains, pipes, meters, fire hydrants, gates and valves. Class 7464 Utility Plumber Apprentice II is distinguished from the next higher class 7388 Utility Plumber in that the incumbents in the latter class perform full journey level duties under general supervision.

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. Assists in the installation and maintenance of new water services and mains or replaces or relocates services with copper, cast iron, wrought iron, plastic, or steel pipe, and bronze, copper or galvanized fittings; drills and taps water mains.
2. Assists in locating and repairing underground and surface leaks on service pipes and water mains; makes repairs under water pressure, using various methods; installs, changes, removes, and makes field repairs to water meters; sets meters and meter boxes in conformity with established sidewalk grades; installs, relocates or changes temporary water mains and makes necessary alterations to water services and meters; removes meters and conducts flow and pressure tests; repairs and maintains high pressure recorders; assists with maintenance of building standpipes; assists in the excavation and backfilling of trenches.
3. Assists in cleaning and maintaining traps; repairs gate valves, changes broken or worn

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

**Title: Utility Plumber Apprentice II
Job Code: 7464**

spindles; repacks glands; assists in the operation of gate valves; checks air valves when filling mains; repairs leaks in cast iron mains using leak clamp for minor breaks, or in the case of large breaks, cuts out and removes broken meters or registers on water mains and meters; recaulks joints on new and old mains; lays out and installs new mains and pertinent fittings; assists with the removal, installation, cleaning and maintenance of all pipes, valves and tanks in and around the reservoirs; assists with performing incidental maintenance or installation of inside plumbing when required.

4. Assists in the laying and maintenance of various types of fire devices, services, parts and equipment, including high and low pressure fire hydrants.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Knowledge of: the methods, tools and equipment used in the repair, maintenance, and installation of water mains, pipes and meters.

Ability and Skill to: lift objects weighing up to 75 pounds; operate a 90 pound thrust jack hammer; climb ladders and work in deep trenches; learn the use of pertinent tools and equipment; drive a truck; carry out instructions and cooperate with others in the performance of duties; perform heavy physical 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:

Applicant must be a current indentured Utility Plumber Apprentice working for the City and County of San Francisco who has successfully completed training and related instruction for 7463 Utility Plumber Apprentice I; OR

Applicant must be a current indentured Utility Plumber Apprentice who has successfully completed at least two and a half (2½) years (5000 hours) of their combined work process and classroom study.

Experience:

License and Certification:

Possession of a valid Class C California driver's License

Substitution:

SUPPLEMENTAL INFORMATION

Applicant must successfully pass the City and County of San Francisco pre-employment drug

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

**Title: Utility Plumber Apprentice II
Job Code: 7464**

test.

PROMOTIVE LINES

ORIGINATION DATE: 11/24/1969

AMENDED DATE: 03/06/00; 07/25/16

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

BUSINESS UNIT(S): COMMN SFMTA

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

**Title: Utility Plumber Apprentice I
Job Code: 7463**

INTRODUCTION

Under immediate supervision of a qualified journey level Utility Plumber, the 7463 Utility Plumber Apprentice I performs apprentice work by assisting in the installation, care and maintenance of water mains, pipes, meters, fire hydrants, gates and valves. Work is performed as part of a recognized program of the United Association of Journeymen and Apprentices of the Plumbing and Pipefitting Industry of the United States and Canada and is subject to the local coordinating committee of the Joint Apprenticeship Committees of the Plumbing and Pipefitting Industry; all work that may be performed is specified in the Points of Jurisdictions of the existing collective bargaining agreement. The apprentice is expected to complete satisfactorily the training and related instruction for each type of equipment and to qualify for promotion to 7464 Utility Plumber Apprentice II. Requires progressive responsibility for carrying out duties according to instructions. Nature of work involves considerable dexterity in the use of fingers, hands, limbs and body with exposure to physical and working conditions where moderately serious injuries may occur.

DISTINGUISHING FEATURES

The Utility Plumber Apprentice works under direct supervision of a qualified journey level Utility Plumber during the apprenticeship required by the trade, learning the operation, repair and maintenance of water mains, pipes, meters, fire hydrants, gates and valves. Class 7463 Utility Plumber Apprentice I is distinguished from the next higher class 7464 Utility Plumber Apprentice II in that the incumbents in the latter class perform increasingly higher level duties under direct supervision by a journey level Utility Plumber.

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. Assists in the installation and maintenance of new water services and mains or replaces or relocates services with copper, cast iron, wrought iron, plastic, or steel pipe, and bronze, copper or galvanized fittings; drills and taps water mains.
2. Assists in locating and repairing underground and surface leaks on service pipes and water mains; makes repairs under water pressure, using various methods; installs, changes, removes, and makes field repairs to water meters; sets meters and meter boxes in conformity with established sidewalk grades; installs, relocates or changes temporary water mains and makes necessary alterations to water services and meters; removes meters and conducts flow and pressure tests; repairs and maintains high pressure recorders; assists with maintenance of building standpipes; assists in the excavation and backfilling of trenches.
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DEPARTMENT OF HUMAN RESOURCES**

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spindles; repacks glands; assists in the operation of gate valves; checks air valves when filling mains; repairs leaks in cast iron mains using leak clamp for minor breaks, or in the case of large breaks, cuts out and removes broken meters or registers on water mains and meters; re-caulks joints on new and old mains; lays out and installs new mains and pertinent fittings; assists with the removal, installation, cleaning and maintenance of all pipes, valves and tanks in and around the reservoirs; assists with performing incidental maintenance or installation of inside plumbing when required

4. Assists in the laying and maintenance of various types of fire devices, services, parts and equipment, including high and low pressure fire hydrants.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Knowledge of: the methods, tools and equipment used in the repair, maintenance, and installation of water mains, pipes and meters.

Ability and Skill to: lift objects weighing up to 75 pounds; operate a 90 pound thrust jack hammer; climb ladders and work in deep trenches; learn the use of pertinent tools and equipment; drive a truck; carry out instructions and cooperate with others in the performance of duties; perform heavy physical 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:

Applicant must be on a current UA Local 38 Joint Apprenticeship and Training Committee of the Plumbing and Pipe Fitting Industry Apprentice eligible list; OR

Applicant must be a current indentured Utility Plumber Apprentice who has not completed more than two (2) years (4000 hours) of their combined work process and classroom study.

Experience:

License and Certification:

Possession of a valid Class C California driver's License

Substitution:

SUPPLEMENTAL INFORMATION

Applicant must successfully pass the City and County of San Francisco pre-employment drug test.

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

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PROMOTIVE LINES

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