

**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: 82
Fiscal Year: 2015/2016
Posted Date: 04/05/2016
Reposted Date: N/A

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

Item #	Job Code	Title
1	7345	Electrician

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 Support Services
Micki Callahan, DHR
Michael Brown, CSC
Sandra Eng, CSC
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: Electrician
Job Code: 7345

INTRODUCTION

Under general supervisions performs skilled electrical work in connection with the installation, maintenance, repair and alterations of electrical systems under 600 volts, machinery and equipment; may exercise work direction over craftsmen ~~helpers~~ involved in such work; and performs related duties as required.

Requires responsibility for: print reading, installing, maintaining, testing ~~explaining and carrying out methods and procedures relative to electrical maintenance and repairing~~ electrical equipment; inspecting and repairing generating equipment; cutting, bending and installing rigid conduit, electrical metallic tubing (EMT) and pulling conductors; setting up and using ladders, staging, aerial lift trucks and light towers, and use of personal protective equipment (PPE). May involve work with high voltage (277 Volt - 480 Volt) equipment and installation, maintenance, testing and repair of traffic signal equipment; preparing routine reports of work accomplished and time expended on maintenance and repair activities. Nature of work involves: ~~some~~ physical effort and dexterity in the use of fingers, limbs and body; ~~continuous~~ exposure to hazardous environments physical and working conditions where ~~minor~~ injuries may be encountered.

DISTINGUISHING FEATURES

SUPERVISION EXERCISED

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 electrician duties in connection with a wide variety of building alterations, maintenance and repair projects and other appurtenant and miscellaneous structures;~~ installs, maintains, tests and repairs electrical distribution systems and devices such as lighting, and power circuits, fixtures, transformers, programmable logical controls (PLC), motors, motor controls, process controls, auxiliary lighting systems, life safety systems, electronic controls, relays, regulators, branch circuit breakers, main distribution circuit breakers, irrigation control systems, and other related electrical equipment which may be in confined spaces.
- ~~2. Makes inspections and repairs of generating equipment and~~ UPS (uninterrupted power supply) and its auxiliary accessories appurtenances.
- ~~3. Maintains, adjusts and repairs circuit breakers and related operating equipment.~~ Cuts, bends and installs rigid conduit, electrical metallic tubing (EMT) and pulls current carrying conductors

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~~4. Tests and repairs various types of relays and regulators.~~

4. Erects and uses ladders, scaffolds, staging, aerial lift trucks and light towers.

~~5. Makes electrical installations, maintenance and repairs in connection with traffic signal and internal communication systems.~~

5. Communicates via two-way radios and telephones.

~~6. Prepares and May installs, maintain, test and repair traffic signals circuits and signal control equipment.~~

~~7. Maintains and repairs auxiliary lighting systems, fire and police alarm systems, and teletype installations.~~

~~78. Prepares and submits reports for time, and material used reports on work accomplished.~~

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Knowledge of: ~~Requires considerable knowledge of:~~ various types of electrical equipment and **methods of** installations and of the tools, materials and equipment necessary to the maintenance and repair of such installations; **of electrical codes in the National Electrical Code, San Francisco Electrical Code, local codes, General Order 95 and California state electrical safety orders; of** existing safety codes, ordinances and regulations.

Ability and Skill to: ~~Requires ability to:~~ work from **read** drawings, **ladder diagrams, schematics,** sketches and blueprints; **inspect equipment, perform routine maintenance and identify, correct and report electrical problems; oral and written communication skills; mathematical skills to do simple arithmetic computations and basic algebra** ~~maintain routine records and reports on work accomplished.~~ Requires considerable skill in the use and handling of electrical equipment and tools used in the electrical trade.

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:

~~Requires completion of high school, supplemented by c~~Completion of a recognized **a**Apprenticeship in the craft **program (Inside Wireman Apprenticeship)** and

Experience:

~~three~~ **One (1)** years of **journey level electrician** experience as a journeyman electrician in electrical maintenance, repair or construction work; or an equivalent combination of training and experience.

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License and Certification:

Possession of a valid California (Class C) driver license.

Substitution:

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

Six years of inside wireman experience equivalent to journey-level as defined by the International Brotherhood of Electrical Workers may be substituted for the required experience.

SUPPLEMENTAL INFORMATION

PROMOTIVE LINES

TO: 7238 Electrician Supervisor I

ORIGINATION DATE: 7/1/1977

AMENDED DATE: 04/XX/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 SFCCD SFUSD