

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 18, 2018

Re: **Notice of Proposed Classification Actions – Final Notice No. 19 FY 17/18 (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 18, 2018.

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  
Theresa Kao, 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:** 19  
**Fiscal Year:** 2017/2018  
**Posted Date:** 12/18/2017  
**Reposted Date:** 04/10/2018

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

Item #	Job Code	Title
1	7341	Stationary Engineer, Water Treatment Plant

**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](mailto: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 Stephen Fu, Management Assistant, at (415) 701-5680 or by email at [Stephen.Fu@sfgov.org](mailto:Stephen.Fu@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: [Rule 109 Position Classification and Related Rules | Civil Service Commission](#).

**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  
Theresa Kao, Controller/ Budget Division  
E-File

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

**Title: Stationary Engineer, Water Treatment Plant  
Job Code: 7341**

**DEFINITION:**

Under general supervision and during a shift, operates, maintains and repairs a wide variety of complex machinery and equipment in a water treatment plant and/or pumping station or related facility. Class 7341 is the journey level class within the Stationary Engineer, Water Treatment Plant series.

**DISTINGUISHING FEATURES:**

The 7341 Stationary Engineer, Water Treatment Plant is distinguished from 7343 Senior Stationary Engineer, Water Treatment Plant in that the latter is responsible for organizing and supervising the activities of subordinates. The 7341 Stationary Engineer, Water Treatment Plant is distinguished from the 7352 Apprentice Stationary Engineer, Water Treatment Plant II in that the latter works under the immediate direction of a journey level stationary engineer while completing apprenticeship requirements.

**SUPERVISION EXERCISED:**

May oversee the activities of apprentice positions within the classification series.

**EXAMPLES OF 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. Operates and maintains a wide variety of chemical feed equipment, pumping, heating, ventilating, air conditioning, refrigeration, process machinery and radiators. May be required to operate Computerized Building Management Systems or Supervisory Control Data Acquisition (SCADA) systems.
2. Repairs automatic and manually controlled distribution and water treatment equipment including pumps, motors, boilers, compressors, alarm systems, residual chemical analyzers, chemical feeders and filters; may also be responsible for operating a water treatment and distribution facility in a safe and efficient manner without direct supervision.
3. Inspects and tests machinery and equipment including fire prevention equipment for safe, efficient and proper operation by visual and audio inspection during walk-throughs.
4. Makes entries and keeps records on shift operations. Collects, compiles and prepares water quality and operational reports by taking and entering meter and gauge readings, water and

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

**Title: Stationary Engineer, Water Treatment Plant  
Job Code: 7341**

laboratory analysis readings and temperatures accurately in writing on operating log sheets.

5. Receives, records and stores large amounts of treatment chemicals and may handle hazardous chemicals such as ozone, fluoride, caustic soda and chlorine in confined or enclosed areas, and must be capable of safely and properly handling chemical spills; may include handling and treatment of hazardous waste.

6. Performs control tests and conducts water quality analysis during all phases of treatment. Includes pH, alkalinity, turbidity, saturation index, flocculation factors, conductivity, chlorine demand, caustic soda, chlorine, fluoride, ozone residuals, taste, odor and color. Calculates and maintains required disinfecting requirements.

7. Communicates verbally with craft, support and supervisory personnel.

8. Responsible for keys, 2-way radios and monitoring plant and buildings and grounds, including public safety.

**KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of: the operation and maintenance requirements of a wide variety of water treatment plant machinery and equipment and the tools and equipment necessary to their proper care; applicable safety codes and regulations.

Ability and Skill to: comprehend orders and communicate clearly in person, by telephone and by radio; read and comprehend procedures, policies, blueprints, gauges, meters, records and logs; maintain records and logs; write log entries, memos and related job reports.

**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 State or Federally recognized four year Stationary Engineer apprenticeship program.

Experience:

License and Certification:

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

**Title: Stationary Engineer, Water Treatment Plant  
Job Code: 7341**

Possession of a current valid Grade II Water Treatment Operator Certificate issued by the State of California.

Possession of a current valid California Driver License.

Substitution:

Any of the following may substitute for the required education:

Four (4) years journey-level Operator and/or Stationary Engineer experience in the maintenance, repair and operation of a variety of mechanical and electrical pumping and related plant machinery of a water or wastewater treatment plant.

Four (4) years journey-level experience as a Marine Engineer performing duties in the areas of maintenance, repair and operation of a variety of mechanical and electrical pumping and related machinery.

Graduation from a recognized four-year Maritime Academy with a degree in Engineering or Technology.

**SUPPLEMENTAL INFORMATION:**

**SPECIAL REQUIREMENTS:** Some physical effort is required in the operation, repair and maintenance of machinery and equipment including kneeling, crouching, stooping, squatting crawling, climbing and walking long distances in the performance of important and essential duties. This also includes exposure to working conditions where the performance of duties requires working in confined spaces, damp environments, outdoors and with chemicals.

Positions located at the Water Supply and Treatment Division will require incumbents to obtain and successfully maintain a Grade III Water Treatment Operator Certificate within 18 months from the date of hire.

Positions located at the City Distribution Division will require incumbents to obtain and successfully maintain a Grade III Water Distribution Operator Certificate issued by the State of California within 18 months from the date of hire.

Upon appointment to Class 7341, employees may be required to take a State mandated respirator medical examination (SCBA), renewed annually.

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

**Title: Stationary Engineer, Water Treatment Plant  
Job Code: 7341**

Employees may be required to pass CPR training annually and first aid training tri-annually.

**PROMOTIVE LINES**

To: 7343 Senior Stationary Engineer, Water Treatment Plant

From: 7352 Apprentice Stationary Engineer, Water Treatment Plant II

**ORIGINATION DATE:** 7/27/94

**AMENDED DATE:** 10/1/1999; 04/18/2018

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

**BUSINESS UNIT(S):** COMMN