



Edwin Lee  
Mayor

Micki Callahan  
Human Resources Director

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

Date: December 6, 2017

Re: **Notice of Proposed Classification Actions – Final Notice No. 08 FY 17/18 (copy attached).**

Pursuant to completion of discussion regarding this classification action, the classification action contained in the above referenced notice became effective December 6, 2017.

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  
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:** 08  
**Fiscal Year:** 2017/2018  
**Posted Date:** 08/28/2017  
**Reposted Date:** N/A

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

Item #	Job Code	Title	Salary
1	7422	Senior Sewer Maintenance Worker	\$73,762 – \$89,622

**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: <http://www.sfgov3.org/index.aspx?page=328>.

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

**Title: Senior Sewer Maintenance Worker  
Job Code: 7422**

**DEFINITION**

Under direction, directs a field crew that performs a variety of routine sewer maintenance and repair tasks such as excavating and shoring of trenches, replacing pipe sections, flushing, cleaning and inspecting sewers.

**DISTINGUISHING FEATURES**

Class 7422 Senior Sewer Maintenance Worker is distinguished from 7421 Sewer Maintenance Worker in that the latter is an entry-level classification in the Sewer Maintenance classification series, wherein the prior is a lead worker in coordinating sewer repair jobs.

**SUPERVISION EXERCISED**

None.

**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. As a lead worker, directs a field crew in the performance of sewer repair jobs.
2. Cleans main and side sewers, manholes, catch basins, grates, sumps and other miscellaneous sewer structures; cleans channels and tanks in sewer treatment plants and pump stations as required.
3. Inspects the sewer system for condition and maintenance requirements, locates breaks and failures within the sewer system manually, with televised inspection equipment and/or with dye tests.
4. Loads dirt collected from sewer onto trucks; wets down trenches and builds dams in sewer lines to divert flow during maintenance operations.
5. Cuts, fits and installs hydraulic, wood and metal shoring to OSHA standards for trench excavation; removes such shoring for re-use on completion of sewer repair work.
6. Performs installation of new sewer pipe sections; assures that all barricades, flags and lights are properly installed around excavations.
7. Assures all street openings are properly barricaded and in safe condition when work is not in

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progress. Contacts residents regarding sewer system problems and/or maintenance work.

8. Operates air compressors, air hammers, jackhammers and other mechanical equipment in the excavating and backfilling of trenches; operates manual and power equipment in cleaning sewers and other sewer structures. Performs heavy manual labor including lifting and carrying up to 100-pound bags of sand and concrete.

9. Documents and keeps routine records and reports of maintenance and repair activities.

10. Responds to service calls requesting maintenance of the sewer system, and may drive trucks to transport workers and small equipment.

**KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of: trench excavation practices and sewer maintenance and repair including methods and tools as required by OSHA standards; the skill and ability to use a variety of tools and equipment required in the construction, maintenance and repair of a municipal sewage system.

Ability and Skill to: operate power devices such as air compressors, winches, pavement breakers and trash pumps; communicate clearly; and the ability to follow oral and written instructions accurately.

**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 of experience maintaining and repairing sewers equivalent to work performed by class 7421 Sewer Maintenance Worker.

License and Certification:

Possession of a valid California Class C driver license

**CITY AND COUNTY OF SAN FRANCISCO  
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Substitution:

**SUPPLEMENTAL INFORMATION**

Essential duties require the following physical skills and work environment:

Nature of work requires sustained physical effort involving considerable standing, bending, squatting and working in dark confined spaces in close proximity to other workers; some dexterity in the use of fingers, limbs and body; exposure to working conditions where moderately serious injuries may occur; continuous exposure to all weather and extremely disagreeable working conditions involving work with and in raw sewage and in the presence of vermin for long periods of time.

**PROMOTIVE LINES**

From: 7421 Sewer Maintenance Worker

**ORIGINATION DATE:** 12/06/17

**AMENDED DATE:**

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

**BUSINESS UNIT(S):** COMMN