

City and County of San Francisco
Micki Callahan
Human Resources Director



Department of Human Resources
Connecting People with Purpose
www.sfdhr.org

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

Date: August 27, 2018

Re: **Notice of Proposed Classification Actions – Final Notice No. 08 FY 18/19 (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 August 15, 2018.

Micki Callahan
Human Resources Director

by: 

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: 08
Fiscal Year: 2018/2019
Posted Date: 08/27/2018
Reposted Date: N/A

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

Item #	Job Code	Title	Salary	Bargaining Unit
1	7465	General Plumber Apprentice I	\$56,628 - \$79,274	0011
2	7466	General Plumber Apprentice II	\$84,942 - \$107,614	0011

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.

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: General Plumber Apprentice I
Job Code: 7465**

DEFINITION

Under immediate supervision of a qualified journey level 7347 Plumber, the 7465 General Plumber Apprentice I performs apprentice work by assisting in the installation, alteration, repair and maintenance of water, sewer and other plumbing systems; and performs related duties as required. 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 7466 General 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 7465 General Plumber Apprentice I works under direct supervision of a qualified journey level 7347 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 7465 General Plumber Apprentice I is distinguished from the next higher class 7466 General Plumber Apprentice II in that the incumbents in the latter class perform increasingly higher level duties under direct supervision by a journey-level 7347 Plumber.

SUPERVISION EXERCISED

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. Assists with plumbing duties in connection with a wide variety of building alterations, maintenance and repair projects and other appurtenant and miscellaneous structures; installs, alters, replaces and repairs plumbing, such as water, sewage and drainage systems.
2. Assists with cutting, bending, assembling and installing various pipes, fittings and fixtures for water, sanitary, drainage, heating, gas and other plumbing systems which involve the performance of hand, bench and maintenance plumbing tasks.
3. Assists with installing, altering, repairing or replacing all plumbing fixtures.
4. Assists with threading, reaming, assembling, caulking, soldering and welding of various

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

**Title: General Plumber Apprentice I
Job Code: 7465**

pipes and component parts.

5. Assists with installing, altering and repairing valves, fittings and other plumbing parts and equipment, including such items as hot water boilers, sterilizers, steam tables, sinks, thermal control apparatus, sprinkler heads, hydrants and service pipes.
6. Assists with repairing and installing new water and drainage lines and waste and sewage pipes.
7. Assists with checking plumbing fixtures for leaks and other defects; opening and cleaning clogged drains, pipes and traps.
8. Maintains simple working records and reports as directed.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

Ability and Skill to: learn the methods, practices, tools and materials of the plumbing trade; applicable sanitary and safety codes and ordinances; occupational, hazards and the techniques of safety precautions; establish effective working relationships with journey level plumbers and other apprentices; understand spoken instructions and verbally communicate work-related questions and information; read, write, understand and maintain routine records and reports and other work-related information regarding shop activities; operate motor vehicles with both automatic and manual automobile transmissions; lift objects weighing up to 55 pounds; learn to operate a 90 pound thrust jackhammer; climb ladders and work in confined spaces.

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 UA Local 38 Utility Plumber Apprentice who has not completed more than two (2) years (4000 hours) of their combined work process and classroom study.

Experience:

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

**Title: General Plumber Apprentice I
Job Code: 7465**

License and Certification:

Possession of a valid California driver license

Substitution:

SUPPLEMENTAL INFORMATION

PROMOTIVE LINES

ORIGINATION DATE: 08/15/18

AMENDED DATE:

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

BUSINESS UNIT(S): COMMN

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

**Title: General Plumber Apprentice II
Job Code: 7466**

DEFINITION

Under immediate supervision of a qualified journey level 7347 Plumber, the 7466 General Plumber Apprentice II performs apprentice work by assisting in the installation, alteration, repair and maintenance of water, sewer and other plumbing systems; and performs related duties as required. 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 7347 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 7466 General Plumber Apprentice II works under direct supervision of a qualified journey level 7347 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 7466 General Plumber Apprentice II is distinguished from the next higher class 7347 Plumber in that the incumbents in the latter class perform full journey level duties under general supervision.

SUPERVISION EXERCISED

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. Assists with plumbing duties in connection with a wide variety of building alterations, maintenance and repair projects and other appurtenant and miscellaneous structures; installs, alters, replaces and repairs plumbing, such as water, sewage and drainage systems.
2. Assists with cutting, bending, assembling and installing various pipes, fittings and fixtures for water, sanitary, drainage, heating, gas and other plumbing systems which involve the performance of hand, bench and maintenance plumbing tasks.
3. Assists with installing, altering, repairing or replacing all plumbing fixtures.

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

**Title: General Plumber Apprentice II
Job Code: 7466**

4. Assists with threading, reaming, assembling, caulking, soldering and welding of various pipes and component parts.
5. Assists with installing, altering and repairing valves, fittings and other plumbing parts and equipment, including such items as hot water boilers, sterilizers, steam tables, sinks, thermal control apparatus, sprinkler heads, hydrants and service pipes.
6. Assists with repairing and installing new water and drainage lines and waste and sewage pipes.
7. Assists with checking plumbing fixtures for leaks and other defects; opening and cleaning clogged drains, pipes and traps.
8. Maintains simple working records and reports as directed.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

Ability and Skill to: learn the methods, practices, tools and materials of the plumbing trade; applicable sanitary and safety codes and ordinances; occupational, hazards and the techniques of safety precautions; establish effective working relationships with journey level plumbers and other apprentices; understand spoken instructions and verbally communicate work-related questions and information; read, write, understand and maintain routine records and reports and other work-related information regarding shop activities; operate motor vehicles with both automatic and manual automobile transmissions; lift objects weighing up to 55 pounds; learn to operate a 90 pound thrust jackhammer; climb ladders and work in confined spaces.

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 UA Local 38 Utility Plumber Apprentice working for the City and County of San Francisco who has successfully completed training and related instruction for 74XX Plumber Apprentice I; OR

Applicant must be a current indentured UA Local 38 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.

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

**Title: General Plumber Apprentice II
Job Code: 7466**

Experience:

License and Certification:

Possession of a valid California driver's license

Substitution:

SUPPLEMENTAL INFORMATION

PROMOTIVE LINES

ORIGINATION DATE: 08/15/18

AMENDED DATE:

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

BUSINESS UNIT(S): COMMN