

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: October 25, 2018

Re: **Notice of Proposed Classification Actions – Final Notice No. 16 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 October 22, 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:** 16  
**Fiscal Year:** 2018/2019  
**Posted Date:** 10/12/2018  
**Reposted Date:** N/A

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

Item #	Job Code	Title
1	7277	City Shops Assistant Superintendent

**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.

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: City Shops Assistant Superintendent  
Job Code: 7277**

**DEFINITION**

Under direction, directs the activities of subordinate supervisory and various skilled automotive machinists, mechanical and other personnel engaged in the overhaul, maintenance and repair of a variety of automotive, heavy-duty and off-road vehicles, other types of machinery and equipment.

**DISTINGUISHING FEATURES**

Class 7277 City Shops Assistant Superintendent is distinguished from subordinate automotive machinist and mechanical supervisors in that the former has responsibility for the oversight of multiple shops, whereas the latter are responsible for the oversight of a single shop or specific fleet maintenance function and their respective skilled journey-level personnel.

**SUPERVISION EXERCISED**

Supervises automotive machinist and heavy-duty mechanic supervisors as well as other subordinate staff.

**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. Supervises and inspects the work of shop supervisors, mechanics, machinists, welders, metal workers, painters and other personnel engaged in the complete overhaul, maintenance and repair of light and heavy-duty automotive or other types of equipment and machinery, such as passenger, construction, fire-engine and emergency type vehicles, diesel, small engine lawn mowers and electric motors, marine equipment, machine tools, mechanical equipment, high pressure system machinery, blowers, fans, fittings, tools, other attached appurtenant devices and component parts.
2. Establishes job priorities and prepares work schedules in connection with various shop operations; oversees clerical and administrative functions, such as data processing, inventory control, bid estimates, purchases, invoices, statements; coordinates building security, maintenance and facilities management.
3. Requisitions new and replacement materials, parts and equipment for various shop operations, assures adequate inventory, reviews requests for special equipment and tooling, inspects all deliveries received to assure conformance with specifications.
4. Inspects shop work in progress and on completion to assure conformance with instructions and standard overhaul, maintenance and repair procedures.
5. Oversees administration of the operating budget for various shops; prepares and reviews cost estimates, material and time records and reports; creates estimates for new construction and major jobs that are to be sent out for repairs.
6. Inspects shop equipment, machinery and tools; assures that shops are maintained in a clean and orderly condition; directs the hazardous materials disposal program.

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

**Title: City Shops Assistant Superintendent  
Job Code: 7277**

**KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of: the methods, materials, machinery, tools and equipment used in the overhaul, maintenance, repair and adjustment of a wide variety of automotive and other types of machinery and equipment; the operating and preventative maintenance requirements of such equipment; the various shop crafts involved in complete overhaul, maintenance and repair work; related federal, state and local safety laws and regulations.

Ability and Skill to: plan, assign, coordinate and inspect the activities of subordinate supervisory and mechanical personnel; make time and material cost estimates and maintain shop operating records and reports; communicate clearly both verbally and in writing; interact courteously with others and resolve conflicts; use e-mail, spreadsheets, word processing and other computer applications; apply automotive and other types of equipment and machinery maintenance and repair techniques to complex shop and field problems.

**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:

High school diploma or equivalent (G.E.D. or High School Proficiency Examination).

Experience:

Eight (8) years of experience in the maintenance, repair, disassembly, installation and overhaul of mechanical, electrical and hydraulic assemblies in heavy duty and off-road vehicles and power-driven equipment of which must have included two (2) years of supervisory experience directing a large group of skilled automotive machinists and heavy duty mechanics.

License and Certification:

Possession of a valid Class C (or III) driver license.

Substitution

**SUPPLEMENTAL INFORMATION**

Must be able to obtain a Class A (or I) driver license with Medical Certificate upon completion of the probationary period.

Nature of work includes all shifts, nights, weekends, holidays and response to emergencies; physical effort, exposure to hazardous materials and working conditions where minor injuries may occur; prolonged standing and walking; occasional heavy lifting up to 50 lbs., manual dexterity, squatting, reaching, climbing and crawling, at heights, on streets and roadways.

May require the ability to be fitted and wear personal protective equipment (PPE) and pass a medical qualification examination for use of appropriate respiratory protection.

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

**Title: City Shops Assistant Superintendent  
Job Code: 7277**

**PROMOTIVE LINES**

**ORIGINATION DATE:**

**AMENDED DATE:** 10/5/1961 (Amended & Retitled); 05/16/1963; 10/22/18

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

**BUSINESS UNIT(S):** COMMN SFMTA