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: 04
Fiscal Year: 2018/2019
Posted Date: 07/16/2018
Reposted Date: N/A

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

<table>
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<tr>
<th>Item #</th>
<th>Job Code</th>
<th>Title</th>
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<tr>
<td>1</td>
<td>9344</td>
<td>Roofer Supervisor 1</td>
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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 Stephen Fu, Management Assistant, at (415) 701-5680 or by email at 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
Title: Roofer Supervisor 1
Job Code: 9344

DEFINITION
Under direction, the Roofer Supervisor 1 supervises and assists with the work of a group of roofers engaged in applying roofing material and in patching and repairing roofs, and to do other work as required.

DISTINGUISHING FEATURES
9344 Roofer Supervisor 1 is distinguished from 9343 Roofer by the former’s supervisory responsibility.

SUPERVISION EXERCISED
Supervises 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. Assigns and supervises a group of roofers and helpers in applying and securing roofing materials; supervises and assists oversees in heating and applying tar, the placing of flashing and in heating and spreading gravel; maintains and repairs of roofs.
2. Instructs crew regarding safety regulations; directs the erection of equipment and the hoisting of materials.
3. Estimates hours, supplies and materials needed for jobs; requisitions materials and supplies and prepares cost estimates; occasionally supervises the laying of tile roofing; prepares reports on work done; creates and maintains records of time worked and materials expended on projects.
4. Oversees the assembling, operation and maintenance of equipment.
5. Drives City vehicles to work sites.

KNOWLEDGE, SKILLS, AND ABILITIES
Knowledge of: the methods, materials, tools and equipment used in building maintaining, and repairing, and replacing composition and tile roofs; skill as a roofer. And Special personal characteristics: Reliability and physical agility, safety practices, regulations and procedures; Cal/OSHA regulations.

Ability and Skill to: assign and supervise the work of a group of roofers and helpers subordinate staff; follow oral and written directions, and to read blueprints and to work from plans and specifications; work at varying heights above the ground; ability to get along well with others. communicate effectively both verbally and in writing; use a computer; operate a motor
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:

Equivalent to completion of the ninth grade; AND Completion of a recognized three and a half (3.5) years (42-month) Roofer apprenticeship program.

Experience:

Three Five (5) years of experience as a journey-level roofer.

License and Certification:

Possession of a valid California driver license.

Substitution:

Some equivalent combination of education and experience. Additional experience as described above may substitute for the required apprenticeship program on a year-for-year basis.

SUPPLEMENTAL INFORMATION

Nature of the work: requires performance of heavy work such as lifting, carrying, and moving tools, equipment and supplies weighing up to 110 pounds for distances up to 100 feet; constant bending, reaching, pulling, climbing, balancing, squatting, and crawling, at considerable heights and pitches often in adverse weather conditions.

PROMOTIVE LINES

From: 9343 Roofer

ORIGINATION DATE: 3/3/1937
AMENDED DATE: 9/8/1937, 7/XX/18
REASON FOR AMENDMENT To accurately reflect the current tasks, knowledge, skills & abilities,
Title: Roofer Supervisor 1
Job Code: 9344

and minimum qualifications.

BUSINESS UNIT(S): COMMN