

**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: 12
Fiscal Year: 2018/2019
Posted Date: 08/28/2018
Reposted Date: N/A

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

Item #	Job Code	Title
1	7311	Cement Mason
2	7313	Automotive Machinist
3	7332	Maintenance Machinist
4	7381	Automotive Mechanic

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
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**Title: Cement Mason
Job Code: 7311**

DEFINITION

Under general supervision, performs skilled work in the placing and finishing of concrete on public or private property; lays out work for new construction or repair; breaks out damaged concrete and loads it into a dump truck; prepares job sites by setting up safety tripods and scaffolding; sets screeds and forms for concrete work; pours and finishes concrete; mixes and applies toppings, colors, grits, epoxy overlays and waterproofing compounds; ensures that completed work is covered and barricaded; writes reports and keeps records; uses a two-way radio, cell phone, and pager; and operates a motor vehicle. Performs related duties as required.

DISTINGUISHING FEATURES

The 7311 Cement Mason is a journey level classification that has responsibility for new construction and repair of sidewalks, curbs, gutters, streets, alleys, disability access ramps, stairs; repair and restoration of concrete walls and floors and similar finished cement work. This class is distinguished from the 7398 and 7399 Apprentice Cement Mason I and II in that the latter are entry-level trainee classes working under direct supervision as part of a formal apprenticeship program. It is further distinguished from the 7227 Cement Finisher Supervisor I in that the latter is a supervisory position.

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. Lays out work for new construction or repair by measuring and calculating the correct type and materials and supplies necessary to complete the job, ensure tools and jobsites are clean.
2. Prepares job sites by setting up safety tripods and scaffolding; may be trained to secure "confined space" job sites.
3. Breaks out old or damaged concrete by using pneumatic jackhammer and chipping guns, and various equipment.
4. Carries broken pieces of concrete, which weigh up to 90 pounds, for distances up to 50 feet, and loads them into a dump truck.
5. Uses tools and equipment such as trowels, coving tools, floats, hammers, saws, edgers, brushes, levels, pliers, concrete saws, trowel machines, and core drilling machines; may be trained to operate epoxy injection equipment.
6. Sets screeds and forms for concrete work and operates a transit/laser level to determine

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elevation of finished concrete.

7. Pours and finishes concrete sidewalks, curbs, gutters, streets, disability access ramps, and steps using screeds, trowels and floats.
8. Mixes and applies toppings, colors, grits, epoxy overlays, or waterproofing compounds in accordance with job specifications.
9. Ensures that completed work is covered and barricaded with A-frame barricades, and toe boards to assist the visually impaired.
10. Writes reports and keeps records of daily work assignments, location and description of completed jobs, and incidents and injuries.
11. Operates a motor vehicle to travel and transport materials to job sites.
12. Uses a two-way radio, cell phone and pager to communicate with coworkers, supervisors, and management regarding work details and locations, or emergency notification.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: tools, materials and equipment used in concrete work; technical methods and procedures used to pour and finish concrete; safety procedures provided in on-the-job training.

Ability and Skill to: operate hand, pneumatic and power tools, equipment and materials used in cement work, including chipping gun, jackhammer, concrete saw, screeds, trowels, coving tools, floats, drilling, ditching and trenching machines, epoxy injection equipment; operate a two-way radio, cell phone and pager; operate motor vehicles; perform mathematical calculations necessary to compute size of area and volume of material needed; write and speak in a manner that is easily understood; maintain effective working relationships.

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:

Certificate of completion of Apprenticeship under the authority of the California Division of Apprenticeship Standards including; completion of the City's apprenticeship program in class 7398 Apprentice Cement Mason I or in class 7399 Apprentice Cement Mason II **OR**

Completion of a Division of Apprenticeship Standards or Department of Labor recognized apprenticeship program, as evidenced by issuance of a Certificate of Completion of Apprenticeship under the appropriate authority; AND

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Experience:

4,160 hours of verifiable work experience as a journey level cement mason; OR
At least 10,400 hours of verifiable journey-level cement masonry work experience.

License and Certification:

Possession of a valid Class C California driver's license

Substitution:

Completion of the CA Division of Apprenticeship Standards recognized apprenticeship program with the City and County of San Francisco as evidenced by issuance of a Certificate of Completion of the City's apprenticeship program under the appropriate authority will substitute for the 4,160 hours journey level cement mason experience.

SUPPLEMENTAL INFORMATION

Physical Ability to: climb ladders; crawl on hands and knees; lift objects that weigh up to ninety (90) pounds and carry them for distances up to fifty (50) feet; lift, drag and/or move with assistance large and/or heavy equipment to truck bed level; bend the knees, waist and back; stoop or squat; ability to kneel, bend and squat for considerable periods of time; remain in uncomfortable positions for extended periods of time.

Working Conditions:

The nature of the work may require exposure to inclement weather conditions and may require exposure to hazardous materials and/or conditions.

PROMOTIVE LINES

To: 7227 Cement Finisher Supervisor I

From: Entrance examination

ORINATION DATE: 7/1/1977

AMENDED DATE: 10/29/01; 8/19/09; 09/26/12; 10/23/15; 09/25/17; **09/XX/18**

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

BUSINESS UNIT(S): COMMN SFMTA

**CITY AND COUNTY OF SAN FRANCISCO
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**Title: Automotive Machinist
Job Code: 7313**

INTRODUCTION

Under general supervision, performs skilled machinist work in the maintenance, repair and overhaul of heavy-duty and off-road vehicles and power-driven equipment, such as diesel trucks and buses, firefighting vehicles, compressors, generators, graders, backhoes, tractors, small engines (lawn mowers, etc.) and electric motors (on carts, etc.) and performs related duties as required.

DISTINGUISHING FEATURES

The Automotive Machinist is the journey level class of the series. This class is distinguished from the 7315 Automotive Machinist Assistant Supervisor in that the latter exercises work direction over a group of subordinate Automotive Machinists.

SUPERVISION EXERCISED

MAJOR, 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. Maintains, repairs, overhauls, and services heavy-duty and off-road vehicles and power-driven equipment using hand tools, power tools and machine tools such as lathes, drill presses, grinders, boring bars, valves refining tools and other machine tools.
2. Designs, fabricates and welds parts.
3. Maintains records of equipment mileage, service/repair logs, materials and parts logs, and equipment and parts orders.
4. Responds to incoming emergency calls and may go to the site of the breakdown; may tow vehicles.
5. Inspects, tests, and reviews vehicles and equipment as part of the preventive maintenance program.
6. Diagnoses malfunctions using test equipment, manufacturers' specifications and repair manuals, and observation both in the shop and in the field in order to determine needed repairs.
7. Orders supplies, parts and materials necessary for the maintenance, repair and servicing of equipment and vehicles.
8. Drives city vehicles and operates equipment to diagnose malfunctions and to conduct final inspection of work completed.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Knowledge of: Heavy duty mechanics and the functioning of various mechanical, hydraulic and

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pneumatic assemblies and structures in heavy duty and off-road vehicles and power-driven equipment to be able to disassemble parts, evaluate malfunctions and make major repairs and overhauls; preventive maintenance; the operation and safety requirements of the machining and welding equipment, use of protective gear with all power equipment, and maintenance of a safe working environment and regulations concerning the handling of hazardous materials and toxic waste.

Ability and Skill to: Safely and efficiently use hand, power and machinist tools necessary to repair and overhaul various mechanical, hydraulic and pneumatic assemblies of heavy duty vehicles and equipment including assorted hand tools, measuring instruments, pneumatic tools, alignment rack, machine tools such as lathes, drill presses, valve facers and reseaters, grinders, boring bars and welding and cutting equipment; troubleshoot, diagnose and analyze mechanical, hydraulic and pneumatic malfunctions using test equipment and repair manuals; properly use voltmeters, ohmmeter, ammeters, battery load testers, etc., to test electrical systems and computer control systems and to make precise measurements; read and use specifications and repair manuals provided by equipment manufacturers, apply precise measurements, and use appropriate parts and repair procedures as specified; communicate effectively and tactfully with co-workers and supervisors to solve problems and to complete written shop and vehicle operating records.

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 (GED or High School Proficiency Examination)

Experience:

A combination of journey-level experience and/or apprenticeship training as an automotive machinist or heavy-duty mechanic totaling six (6) years in which the major duties were disassembling, repairing, overhauling and installing mechanical, electrical and hydraulic assemblies in heavy duty and off-road vehicles and power-driven equipment. To be considered qualifying, this experience must include the use of machine tools such as valve re-facers, hydraulic and drill presses, lathes and grinders.

License and Certification:

Possession of at least a Class C (or III) driver license at the time of application; ability to obtain a Class B (or II) driver license and Medical Certificate at the time of appointment.

Positions at some city departments require that the candidate must be able to obtain a Class A (or I) driver license with Medical Certificate within two months of the time of appointment. Failure to maintain the required license may be cause for termination.

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Substitution:

Completion of the CA Division of Apprenticeship Standards recognized Automotive Machinist apprenticeship program with the City and County of San Francisco as evidenced by issuance of a Certificate of Completion of the City's apprenticeship program under the appropriate authority will substitute for the six (6) years combined work experience.

SUPPLEMENTAL INFORMATION

Nature of work: involves some physical effort and considerable dexterity in the use of the fingers, limbs and body; continuous exposure to physical and working conditions where minor injuries may occur. May be required to work nights, weekends and/or holidays.

PROMOTIVE LINES

To: 7315 Automotive Machinist Assistant Supervisor

From: Entrance

ORIGINATION DATE: 06/22/1961

AMENDED DATE: 12/24/14; 10/26/16; 09/XX/18

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

BUSINESS UNIT(S): COMMN SFMTA

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**Title: Maintenance Machinist
Job Code: 7332**

INTRODUCTION

Under general direction, the Maintenance Machinist performs preventive, routine and emergency maintenance and repair of a variety of heavy and light equipment, related systems and components.

DISTINGUISHING FEATURES

The Maintenance Machinist is the journey level class of the series. This class is distinguished from the 7337 Maintenance Machinist Assistant Supervisor in that the latter performs more complex and difficult duties and/or supervises subordinate Maintenance Machinists. The Maintenance Machinist is distinguished from the 7331 Apprentice Maintenance Machinist in that the latter works under the immediate supervision of a journey level 7332 Maintenance Machinist while completing apprenticeship requirements.

SUPERVISION EXERCISED

May supervise the activities of apprentices and serve as lead worker to a small number of co-workers.

MAJOR, 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. Sets up and operates a variety of machine tools, stationary as well as portable manual machine tools and Computer Numeric Control (CNC) machine tools such as mills, lathes, drills, saws etc.
2. Rebuilds, refinishes, modifies, and/or fabricates replacement parts for pumps, generators, cranes, parking meters, transit vehicles/railway coaches and railway cars, fire alarm boxes, compressors, dredges, pipes lines, barges, ferry terminals and their components.
3. Maintains and repairs a variety of instruments and mechanical equipment, including valves, castings, and various metal parts.
4. Diagnoses, installs, inspects and tests machinery, parts and equipment.
5. Reads and interprets schematic drawings, blueprints, and plans.
6. Prepares and maintains records and forms documenting work performed.
7. Dismantles and assembles light and heavy machines and/or equipment.
8. Manufactures/fabricates parts based on samples.
9. Performs other related duties and responsibilities.

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IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Knowledge of: basic techniques of shop theory and bench work such as turning, milling, chipping, sawing, filing, drilling, welding (MIG and ARC), soldering, gear cutting, threading, grinding and heat treatment; maintenance and repair of a variety of equipment including hydraulically, electrically and pneumatically operated machinery; arithmetic functions needed for precise measurements in performing machining duties; safety rules and regulations in the workplace, field, and while operating equipment and the use of safe working practice to avoid accidents and injury; and basic composition, characteristics, and uses of commonly used machine shop metals and materials.

Ability to: read/modify schematic drawings, blueprints and do layout work; understand and interpret the designs and measurements indicated on blueprint, equipment or parts specifications; read and perform the required procedures in operating, instruction, and service manuals; verbally communicate messages, instructions, directions and other ideas with a variety of people such as supervisors and co-workers in a clear and concise manner; present information in writing, expressing ideas, information and instruction clearly and concisely; establish effective working relationships and interact courteously with co-workers, supervisors and other department personnel; use MIG and ARC welding including using Oxy Acetylene equipment safely; and use hand tools, measuring devices, and portable and stationary machine tools safely.

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:

Completion of a recognized four (4) year Machinist's apprenticeship program and two (2) years of fulltime verifiable experience as a journey-level Maintenance Machinist performing duties equivalent to Job Code 7332 Maintenance Machinist (with primary responsibility in maintenance/repair and machine tool operations) **OR**

A combination of trade-related training (certificate program or military training program) and fulltime verifiable experience as a journey-level Maintenance Machinist performing duties equivalent to Job Code 7332 Maintenance Machinist (with primary responsibility in maintenance/repair and machine tool operations) totaling six (6) years.

Notes on experience:

A. Trade-related training refers to programs such as machine tool technology program.

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B. Experience solely as a Computer Numerical Control (CNC) Machinist, Numerical Control (NC) Machinist or Machine Operator (without Manual Maintenance Machinist experience) will not be considered as qualifying.

License and Certification:

Possession and maintenance of a valid Class C California driver license.

Substitution:

Completion of the CA Division of Apprenticeship Standards recognized Maintenance Machinist apprenticeship program with the City and County of San Francisco as evidenced by issuance of a Certificate of Completion of the City's apprenticeship program under the appropriate authority will substitute for the six (6) years combined work experience.

SUPPLEMENTAL INFORMATION

PROMOTIVE LINES

To: 7337 Maintenance Machinist Assistant Supervisor

From: Entrance

ORIGINATION DATE: 1961

AMENDED DATE: 9/18/13; 7/24/15; 09/XX/18

REASON FOR AMENDMENT *To accurately reflect the current tasks, knowledge, skills and abilities defined in the most recent job analysis conducted for this job code.*

BUSINESS UNIT(S): COMMN, SFMTA

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**Title: Automotive Mechanic
Job Code: 7381**

INTRODUCTION

Under general supervision, the Automotive Mechanic performs skilled mechanical work in the maintenance, repair and overhaul of automotive diesel, hybrid, and alternative fuel equipment.

DISTINGUISHING FEATURES

Positions allocated to the 7381 Automotive Mechanic job code function as journey- level mechanics. Positions in this job code are distinguished from those in the 7382 Automotive Mechanic Assistant Supervisor job code in that the latter function as first- line supervisors.

SUPERVISION EXERCISED

None.

MAJOR, 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. Maintains, repairs and overhauls a variety of mechanical equipment.
2. Maintains, removes, repairs, overhauls, installs and tunes engines.
3. Maintains, repairs, overhauls, adjusts, installs and calibrates automotive, diesel, hybrid and alternative fuel vehicle fuel systems.
4. Maintains and installs lighting circuits and auxiliary actuating circuits.
5. Maintains, repairs, overhauls and adjusts vehicle brake systems, vehicle cooling systems, vehicle chassis, wheel suspension, and articulated bus suspension systems.
6. Operates shop equipment and machine tools.
7. Troubleshoots equipment problems.
8. Makes road calls.
9. Completes paper and electronic forms and keeps records on work performed, time and parts used.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Knowledge of: automotive, diesel, hybrid and alternative fuel equipment and parts, including knowledge of engines, drive trains, fuel systems, electrical systems, heating and ventilation systems, computer systems, cooling systems, hydraulic systems and brake systems; maintenance and preventive maintenance; safe work practices and conditions, safety equipment and safety manuals.

Ability and Skill to: use shop tools and equipment; maintain, repair, overhaul, adjust, install and check a variety of automotive, diesel, hybrid and alternative fuel equipment; identify tools and

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shop equipment; read and understand electrical schematics, manuals, and other information; troubleshoot malfunctions in automotive, diesel, hybrid and alternative fuel equipment and determine repair requirements; understand instructions and communicate effectively with others; fill out forms and keep records; interact with others in a professional manner use a computer to input data and use diagnostic software.

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 formal four (4) year Mechanic/Automotive Machinist apprenticeship program;
OR

Completion of an automotive mechanic training program, equivalent to a four (4) year Mechanic/Automotive Machinist apprenticeship, from an accredited college, vocational or technical school which results in the issuance of a degree or certificate.

Experience:

Two (2) years of journey-level experience in the maintenance and repair of one or more of the following: automotive, transit, diesel, hybrid or alternative fuel vehicles. (This experience must have been obtained within the last ten (10) years.)

License and Certification:

Possession of a valid California Class C driver license.

Some positions may require obtaining a Class A or Class B driver license with appropriate endorsements within six (6) months of appointment.

Substitution:

Four (4) years of non-journey level experience in a full service repair facility maintaining and repairing one or more of the following: automotive, transit, diesel, hybrid or alternative fuel vehicles can substitute for the four (4) years of education/training on a year-for-year basis. Experience gained in an automotive machine shop, gas station or body shop that is not a full service repair facility is not considered qualifying. Individual classes may not be substituted for apprenticeship training or non-journey level experience.

Completion of the CA Division of Apprenticeship Standards recognized Automotive Mechanic apprenticeship program with the City and County of San Francisco as evidenced by issuance of a Certificate of Completion of the City's apprenticeship program under the appropriate authority will substitute for the two (2) years journey-level experience work experience.

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SUPPLEMENTAL INFORMATION

Other Requirements: Some positions require considerable physical effort to perform mechanical tasks on top of, under, inside and around equipment, and to lift equipment. May be exposed to potentially hazardous work conditions, and adverse weather and work conditions such as rain, cold, dirt and dust. May be assigned to work any shift including weekends and holidays.

PROMOTIVE LINES

To: 7382 Automotive Mechanic Assistant Supervisor

ORIGINATION DATE: 07/01/1977

AMENDED DATE: 10/31/2002; Amended 06/14/2012; 04/05/16; 09/XX/18

REASON FOR AMENDMENT *To accurately reflect the current tasks, knowledge, skills and abilities defined in the most recent job analysis conducted for this job code.*

BUSINESS UNIT(S): COMMN SFMTA