

**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:** 30  
**Fiscal Year:** 2018/2019  
**Posted Date:** 06/04/2019  
**Reposted Date:** N/A

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

Item #	Job Code	Title
1	7264	Automotive Body & Fender Worker Supervisor I

**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: Automotive Body & Fender Worker Supervisor I  
Job Code: 7264**

**DEFINITION**

Under direction, the 7264 Automotive Body & Fender Worker Supervisor I supervises crews of first line supervisory and journey-level personnel in connection with the preventive maintenance of, as well as the maintenance and repair of, the exterior and interior bodies of a wide variety of transportation equipment.

**DISTINGUISHING FEATURES**

The job code is the second line supervisor in this series. It is distinguished from job code 7322, Automotive Body & Fender Worker Assistant Supervisor, in that the latter is the first line supervisor in this series.

**SUPERVISION EXERCISED**

Supervises 7306 Automotive Body and Fender Worker, 7322 Automotive Body & Fender Worker Assistant Supervisor, and other related classes.

**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. Develops work plans, prioritizes, lays out and supervises the work of subordinate personnel engaged in the preventive maintenance of, as well as the maintenance and repair of, damaged transportation equipment.
2. Organizes the work and assigns it to sections and crews; assigns personnel to crews.
3. Inspects and reviews works in progress and completed work.
4. Inspects equipment, tools, and facilities to ensure the shop is properly equipped with the tools and materials needed to perform all job duties efficiently and effectively.
5. Makes random inspections at work stations and yards; estimates cost of accidents; assesses fleet condition.
6. Manages inventory; requisitions, distributes and accounts for materials and supplies received.
7. Communicates orally and in writing, and interacts with other divisions.
8. Develops, ~~and maintains,~~ **and monitors** budgets; and maintains personnel records and related reports.
9. Monitors/enforces safety rules and procedures.
10. Performs related duties and responsibilities as assigned.

**KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of: the principles, methods, tools and equipment used in automotive body and fender repair work; the safety precautions/devices, and safety related rules/regulations needed

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to comply with professional safety codes/standards related to auto body & fender work.

Ability or Skill to: determine body repairs needed for a wide variety of damaged transportation equipment and to estimate costs; plan, assign and supervise all activities of subordinate employees; understand, follow, and explain oral or written instructions, and to prepare related written reports; use computer programs related to maintaining operating records and preparing related reports; prepare budget reports and cost estimates; drive vehicles as required.

### 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:

Five (5) years of journey level experience performing automotive body and fender work

License and Certification:

Possession of a valid Class C driver license. –Some positions may require obtaining and maintaining a Commercial Class B driver license with appropriate endorsements as required by the DMV within six (6) months of notification.

Substitution:

One (1) year of experience performing duties as an automotive body & fender worker assistant supervisor may be substituted for two (2) years of journey-level experience.

### SUPPLEMENTAL INFORMATION

#### PROMOTIVE LINES

To:  
From:

ORIGINATION DATE: 07/1/1977

AMENDED DATE: 12/6/01; 06/08/2018; 06/xx/19

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

BUSINESS UNIT(S): SFMTA COMMN