

City and County of San Francisco
Micki Callahan
Human Resources Director



Department of Human Resources
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**NOTICE OF FINAL ACTION TAKEN BY THE
HUMAN RESOURCES DIRECTOR**

Date: August 19, 2019

Re: **Notice of Proposed Classification Actions – Final Notice No. 06 FY 19/19 (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 19, 2019.

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: 06
Fiscal Year: 2019/2020
Posted Date: 08/09/2019
Reposted Date: N/A

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

Item #	Job Code	Title
1	7306	Automotive Body and Fender Worker
2	7309	Car and Auto Painter

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

**Title: Automotive and Body Fender Worker
Job Code: 7306**

DEFINITION

Under general supervision, performs journey-level skilled work in connection with the maintenance, repair, overhaul, removal, replacement and adjustment of the exterior and interior bodies of a wide variety of equipment including automotive and transit equipment. Performs other related duties as required. This is a journey-level worker position in the Automotive Body and Fender Worker series.

DISTINGUISHING FEATURES

This job code is distinguished from the higher job classification 7322 Automotive Body And Fender Worker Assistant Supervisor in that the latter is the first line supervisor of 7306 Automotive and Body Fender Workers.

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. Fabricates sheet metal parts and fiberglass molds with body and fender tools (i.e.) Oxyacetylene welding torch, MIG equipment, hydraulic shear, sheet metal break and hand tools for the repair and/or replacement of damaged motor vehicle and/transit equipment body panels fenders and radiators; Fabricates and repairs a variety of metal auxiliary equipment on motor vehicles.
2. Straightens, replaces and repairs bumpers, fenders, panels and other exterior parts of motor vehicle equipment.
3. Operates gas and electric welding equipment in the repair, replacement, and alignment of vehicle bodies, frames, radiators and fiberglass parts on a variety of automotive equipment in compliance with shop manuals specifications using electric and hand power tools. Repairs metal bodies and frames on trolley coaches, which may include street cars and cable cars.
4. Repairs and replaces windows, glass and weather stripping on transit and non-revenue vehicles.
5. Restores body surface utilizing plastic body filler.
6. Repairs metal bodies on transit vehicles, trucks and passenger cars.
7. Heats and straightens metal body surfaces using shrink methods with Oxyacetylene torch.
8. Drives a motor/transit vehicle from the yard to the repair shop and also transports supplies from shop to shop.
9. Performs related duties and responsibilities as assigned.

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DEPARTMENT OF HUMAN RESOURCES**

**Title: Automotive and Body Fender Worker
Job Code: 7306**

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: auto body and fender principles such as fabricating, lining, welding, and straightening methods, practices, procedures and processes used in automobile body and fender repair work; body surfaces and structural members and methods used to replace and straighten body panels, sub-frames and frames; safety and hazardous material procedures, including using respirators, hand tools, materials and gas, electrical and other welding equipment; the understanding and use of Material Safety Data Sheet; auto body and fender related materials, their basic composition, characteristics, and uses; commonly used machine shop metals, and materials such as stainless steel, steel, aluminum, fiberglass, plastic filler, resin, matting, and cloth.

Ability or Skill to: use various tools used in automotive body and fender work including heavy metal equipment, light equipment, air powered tools/equipment, hand tools, and frame straightening equipment in a safe and efficient manner; speak in a clear, concise and organized manner; listen with understanding; fill out forms and daily work orders/sheets; read and comprehend written materials.

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:

Possession of a high school diploma, GED or California High School Proficiency Certificate

Experience:

Six (6) years of full-time verifiable work experience as an automotive body and fender worker, of which two (2) years must have been at journey-level

License and Certification:

Possession of a valid class C driver license.

SPECIAL REQUIREMENTS:

Note: Some positions require a class B driver license. Employees appointed to these positions will be required to obtain a class B driver license within six (6) months of appointment. Some positions require incumbents to perform frame repair.

Substitution:

Completion of the CA Division of Apprenticeship Standards recognized Automotive Body and Fender 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 requires: considerable physical effort and manual dexterity in the use of fingers, limbs and body. May involve possible exposure to dust and chemical fumes that require wearing

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**Title: Automotive and Body Fender Worker
Job Code: 7306**

a respirator. Incumbents may be exposed to hazardous materials. Requires incumbents to work with body and fender tools such as Oxyacetylene/MIG welding equipment. May be required to work different shifts and perform basic computer skills (i.e. data entry, work order completion, etc.).

Appointees must meet medical standards for this position to include being able to pass the Respirator Health and Safety Examination and Fit Test.

PROMOTIVE LINES

To: 7322 Automotive Body And Fender Worker Assistant Supervisor

From: Entrance

ORIGINATION DATE: 07/02/1964

AMENDED DATE: 12/26/08; 06/18/14; 08/19/19

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
DEPARTMENT OF HUMAN RESOURCES**

**Title: Car and Auto Painter
Job Code: 7309**

DEFINITION

Under general supervision, prepares and paints surfaces of cars, trucks and specialized equipment such as buses, light rail vehicles, fire apparatus and cable cars using spray guns, brushes and rollers.

DISTINGUISHING FEATURES

None.

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. Prepares and paints surfaces and related parts of specialized equipment as buses, rail vehicles, cable cars, trucks, automobiles, fire apparatus with various electric and air tools and chemical strippers in order to remove/change the existing finish. This includes coloring, sanding and polishing to remove graffiti from equipment. Straightens, replaces and repairs bumpers, fenders, panels and other exterior parts of motor vehicle equipment.
2. Fabricates and installs signs, vinyl lettering, stencils and decals to equipment and/or facilities.
3. Paints surfaces of equipment with automotive paints, primers, sealers, varnish and various coatings using various types of spray guns, brushes, spray cans, and/or rollers, prepares mixes for matching paints. Restores body surface utilizing plastic body filler.
4. Reports daily activities to supervisor by completing materials log including volatile organic compound (VOC) tracking report and other work logs in order to maintain accurate records.
5. Moves heavy equipment and supplies such as 5 gallon containers, thinner drums, furniture, vehicles parts, scaffolding and ground ladders in order to perform the required assignment.
6. Climbs on specialized vehicles (LRVs and fire apparatus) to height of 12 feet or more above ground utilizing ladders and staging and wearing safety harness in order to perform the assignment.
7. Wears Personal Protective Equipment such as respirator, fresh air breathing machine, and battery powered (mobile) breathing machine in the performance of assignments as prescribed by safety and operational procedures.
8. Performs other related duties as required.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: methods and techniques of car and auto painting: appropriate methods of paint removal and surface preparation; vinyl lettering, insignia and stencils transfer; laying out, cutting and transferring stencils; preparing and finishing different types of surfaces such as wood,

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**Title: Car and Auto Painter
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aluminum, steel, iron, stainless steel, fiberglass etc.; blend, mix and match paints to achieve desired color shades; and to select and use appropriate tools, materials and equipment; Painting materials: basic composition, characteristics and uses of paint materials such as acrylic enamel, furniture lacquer, urethane, latex, epoxy and other types of paints, sealers, paint removers, thinners, varnish and stains; accurately estimate time and materials to complete the job. Safety procedures: proper safety procedures in the performance of the assignments and hazardous waste procedures; understanding of the Material Safety Data Sheets and the use of protective gear when using power equipment and materials; ability to read safety features, Material Safety Data Sheet and instructions on materials.

Ability or Skill to: use tools, materials and equipment : safe and efficient use of various types of spray guns, paint mixing/formulating machines, brushes, rollers, can shaker machines, squeegees, decals, stencils and lettering outlines, scaffolding, sanders, ladders and drop cloths; properly care and maintain tools and related equipment. Verbally communicate messages, instructions, directions and other ideas to coworkers and supervisors in a clear and logical manner; communicate clearly and effectively in writing; complete volatile organic compound (VOC) tracking and daily log sheets using computer programs/applications to document activities performed; effectively read, understand and apply technical information found in repair manual, service change bulletins, and applicable technical documents, including parts and supply manuals; work harmoniously with others in the workplace.

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 recognized four (4) year painting apprenticeship program

Experience:

Two (2) years of full-time verifiable journey-level work experience as a Car and Auto Painter within the last 6 years performing duties equivalent to that of a 7309 Car and Auto Painter with the City of County of San Francisco (which must have included preparing and painting surfaces of cars or buses using spray guns, rollers and brushes; fabricating and installing signs, decals and applying insignias to equipment; preparing, refinishing and painting furniture; moving heavy equipment such as scaffolding, thinner drums, and furniture.)

License and Certification:

Possession of a valid class C driver license.

Substitution:

A combination of six (6) years of verifiable training/experience as a Car and Auto Painter, of which two (2) years within the last six (6) years is journey-level experience equivalent to that of a 7309 Car and Auto Painter with the City and County of San Francisco, may substitute for the required education and experience.

Or

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DEPARTMENT OF HUMAN RESOURCES**

**Title: Car and Auto Painter
Job Code: 7309**

Completion of the CA Division of Apprenticeship Standards recognized Car and Auto Painter 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 may substitute for the six (6) years combined work experience.

SUPPLEMENTAL INFORMATION

PROMOTIVE LINES

To: 7225 Transit Paint Shop Supervisor I

From: Entrance

ORIGINATION DATE: 06/06/1963

AMENDED DATE: 05/16/14; 08/19/19

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

BUSINESS UNIT(S): COMMN SFMTA