

City and County of San Francisco
Carol Isen
Human Resources Director (Acting)



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

Date: December 14, 2020

Re: **Notice of Proposed Classification Actions – Final Notice No. 08 FY 2020/2021
(copy attached).**

Pursuant to completion of discussion regarding this classification action, the classification actions contained in the above referenced notice became effective December 11, 2020.

Carol Isen
Human Resources Director (Acting)

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
Carol Isen, DHR
Sandra Eng, CSC
Sue Hwang, 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: 08
Fiscal Year: 2020/2021
Posted Date: 12/03/2020
Reposted Date: N/A

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

Item #	Job Code	Title
1	H120	Pilot of Fire Boats

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](#).

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

**Title: Pilot of Fire Boats
Job Code: H120**

DEFINITION

Under general supervision is responsible for the safe piloting and navigation of a fire boat in response to fire alarms, emergency incidents, public service activities, training, and other activities requiring the support or services of the vessel; maintains the vessel's equipment in top operational condition; keeps up-to-date logs and other records in accordance with local, state, and federal regulations; ensures that personnel aboard the fire boat adhere to safety standards; and performs other related duties as required.

DISTINGUISHING FEATURES

An H120 Pilot of Fire Boats is distinguished from H110 Marine Engineer in that the H120 is responsible for piloting and navigating the fire boat, and the H110 is responsible for the mechanical and electrical systems, and engine room of the fire boat.

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. Operates the vessel's pilot house and bridge equipment while responding to an emergency or service, or in preparation to get underway.
2. Takes the helm, gives engine orders, and operates propulsion controls, radar, compass, radio, and other communications and navigation equipment.
3. Navigates the fire boat in all weather conditions and at all hours of the day in response to all calls requiring fire boat support and services.
4. Participates in fire suppression duties as necessary and practicable.
5. Maneuvers fire boats in position to enable crew members' maximum effectiveness to fight fires and protect life and property.
6. Takes effective damage control measures to save personnel and equipment in case of casualty or emergency caused by collision, grounding, foundering, explosion, or fire.
7. Inspect fire boats and equipment and performs or arranges for required maintenance of a variety of deck and navigation equipment.
8. Participates in cleaning, scaling and painting duties, performs minor repairs and alterations to topside areas, holds, and deck equipment.
9. Maintains up-to-date log books and other records in accordance with local, state, and federal regulations.
10. Ensures all personnel aboard the fire boat adhere to safety standards.
11. Participates in inspections of occupied and unoccupied buildings and other structures in the area of the San Francisco Bay for fire suppression planning purposes.

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

**Title: Pilot of Fire Boats
Job Code: H120**

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: navigation rules and regulations; safety procedures in hazardous conditions; seamanship; nautical terms; applicable piloting and navigation instructions and directives; operational and tactical maneuvering of fire boats during emergency response; aids and hazards of navigation in the Bay; depths of water in the Bay; characteristics of local waters, tides, currents, winds, weather, and general hydrographs; locations of all berths, anchorages, and other facilities in the area of the San Francisco Bay; local, state, and federal laws, rules, and regulations pertaining to the operation of vessels in the Bay, ocean, and inland waters; use and care of a fire boat navigation system; Fire Department communications system related to fire boat operations; fire boat command structure and how it relates to the Incident Command System; sources of information relating to laws, rules, and regulations affecting navigation of vessels in the Bay; objectives, principles, and practices of waterfront pre-fire planning; Fire Department organizational functions, rules, regulations, and procedures; and principles of supervision and training.

Ability or Skill to: Effectively operate and maneuver a fire boat in emergency situations in all types of weather and at all hours of the day; work effectively with others; properly and effectively use Fire Department equipment; think quickly and use good judgment in making decisions under stressful circumstances or under adverse situations; communicate effectively both orally and in writing to members of the department, the public, or representatives of other agencies; establish and maintain good working relations with employees and the general public; complete all necessary reports, correspondence, and documentation as required in the performance of assigned duties (e.g., journal entries, log books, etc.); navigate a fire boat using radar, radios, signal equipment, etc.

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:

Experience operating a vessel of more than 200 gross tons in close quarters and under constantly changing circumstances on the San Francisco Bay and nearby inland waters.

License and Certification:

1. Possession of a current license of more than 200 gross tons issued by the United States Coast Guard in any of the following categories:
 - “Master’s license valid for ocean, coastwise, or inland”
 - “Master Freight and Tow”
 - “Master (Operator), Un-inspected Towing Vessels”
2. Above license must include radar endorsement.
3. Pass federally mandated random drug screening.

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

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Substitution:

SUPPLEMENTAL INFORMATION

PROMOTIVE LINES

ORIGINATION DATE: 10/11/07

AMENDED DATE: 10/23/07; 12/11/20

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

BUSINESS UNIT(S): COMMN