

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



Department of Human Resources
Connecting People with Purpose
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**NOTICE OF FINAL ACTION TAKEN BY THE
HUMAN RESOURCES DIRECTOR**

Date: January 20, 2021

Re: **Notice of Proposed Classification Actions – Final Notice No. 09 FY 2020/2021
(copy attached).**

Pursuant to completion of discussion with LiUNA, Local 261 and SFDSA Unit12A regarding this classification action, the classification actions contained in the above referenced notice became effective January 20, 2021.

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

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

**Title: Watershed Keeper
Job Code: 7470**

DEFINITION

Under general supervision, patrols and inspects watershed properties and facilities in preventing trespassing and pollution of watersheds; fights forest fires; and performs related duties as required.

Requires normal responsibility for: following established methods and procedures in patrolling and caring for watershed areas; keeping routine records and reports. Nature of work requires: considerable physical effort in patrolling the watershed area; continuing exposure to the elements and to working conditions where minor injuries may occur.

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. Patrols and inspects watershed and reservoir areas; removes all debris and dead animals; issues warnings to swimmers, hunters, fishermen, garbage dumpers and other trespassers; maintains landscaped areas.
2. Reads indicating meters and recording instruments and charts to determine water levels, water flow and temperature; keeps records of unusual conditions and work performed.
3. Patrols lakes and reservoirs by launch to inspect water conditions and takes samples; locates, reports and fights forest fires.
4. Operates various pipe lines, flumes, stream flow, spillways and sluice gates to regulate the flow of water from the reservoirs; measures and dumps fluoride into hoppers to keep continual flow into the pipe lines; inspects, adjusts and operates chlorine station equipment.
5. May take weather station readings, search for lost hikers, perform maintenance work and escort visitors.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: methods and practices employed in the operation of gates, valves, screen systems, water measuring devices and other equipment related to reservoir operations; life saving and fire fighting equipment and artificial respiration.

Ability or Skill to: read gauges and measuring devices; use simple hand tools; fight fires; perform rescue operations; make simple arithmetical computations; write simple reports,

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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:

One (1) year of experience in general laboring and caretaking work, or an equivalent combination of training and experience.

License and Certification:

Possession of a valid California driver's license.

Substitution:

None

SUPPLEMENTAL INFORMATION

None

PROMOTIVE LINES

To: 7270 Watershed Keeper Supervisor

From:

ORIGINATION DATE: 01/01/1900

AMENDED DATE: 01/20/2021

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

BUSINESS UNIT(S): COMMN