

**City and County of San Francisco**  
Carol Isen  
Human Resources Director



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

Date: January 05, 2022

Re: **Notice of Proposed Classification Actions – Final Notice No. 15 FY 2021/2022  
(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 January 05, 2022.

Carol Isen  
Human Resources Director

by:

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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:** 15  
**Fiscal Year:** 2021/2022  
**Posted Date:** 12/28/2021  
**Reposted Date:** N/A

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

Item #	Job Code	Title
1	7332	Maintenance Machinist

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

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

**DEFINITION**

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.

**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. 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.

**KNOWLEDGE, 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

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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 or Skill 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.
- 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.

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Substitution:

Completion of a CA Division of Apprenticeship Standards recognized Maintenance Machinist apprenticeship program as evidenced by issuance of a Certificate of Completion of the 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:** 09/18/13; 07/24/15; 09/04/18; 01/05/22  
**REASON FOR AMENDMENT:** *To accurately reflect the current tasks, knowledge, skills & abilities, and minimum qualifications.*  
**BUSINESS UNIT(S):** COMMN, SFMTA