

**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: 11
Fiscal Year: 2021/2022
Posted Date: 11/17/2021
Reposted Date: N/A

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

Item #	Job Code	Title
1	7341	Stationary Engineer, Water Treatment/Distribution
2	7343	Senior Stationary Engineer, Water Treatment/Distribution
3	7245	Chief Stationary Engineer, Water Treatment/Distribution

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
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: Stationary Engineer, Water Treatment/Distribution Plant
Job Code: 7341

DEFINITION

Under general supervision ~~and during a shift~~, operates, maintains and repairs a wide variety of complex machinery and equipment in a water treatment plant, ~~and/or pumping station~~ water distribution system, and or related facility. Class 7341 is the journey-level class within the Stationary Engineer, Water Treatment/Distribution Plant series.

DISTINGUISHING FEATURES

The 7341 Stationary Engineer, Water Treatment/Distribution Plant is distinguished from 7343 Senior Stationary Engineer, Water Treatment/Distribution Plant in that the latter is **also** responsible for organizing and supervising the activities of subordinates. The 7341 Stationary Engineer, Water Treatment/Distribution Plant is distinguished from the 7352 Apprentice Stationary Engineer, Water Treatment/Distribution Plant in that the latter works under the immediate direction of a journey-level stationary engineer while completing apprenticeship requirements.

SUPERVISION EXERCISED

May oversee the activities of apprentice positions within the classification series.

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 and maintains a wide variety of chemical feed equipment, pumping, heating, ventilating, air conditioning, refrigeration, process machinery and radiators. ~~May~~ **Must** be required ~~able~~ to operate Computerized Building Management Systems or Supervisory Control Data Acquisition (SCADA) systems.
2. **Makes** ~~Repairs~~ including, but not limited to automatic and manually controlled distribution and water treatment equipment including pumps, motors, boilers, compressors, alarm systems, residual chemical analyzers, chemical feeders and filters; may also be responsible for operating a water treatment and or distribution facility in a safe and efficient manner without direct supervision.
3. Inspects and tests machinery and equipment including fire prevention and life safety systems equipment for safe, efficient and proper operation by visual and audio inspection during walk-throughs.
4. Makes entries and keeps records on shift operations. Collects, compiles and prepares water quality and operational reports by taking and entering meter and gauge readings, water and laboratory analysis readings and temperatures accurately in writing on operating log sheets and/or entering the readings electronically on electronic platform provided.
5. Receives, records and stores large amounts of treatment chemicals and may handle

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and be exposed to hazardous chemicals ~~such as~~including but not limited to ~~ozone~~aqueous ammonia, liquid oxygen, hydrofluorosilicic acid~~fluoride, caustic soda,~~ sodium bisulfite, and ~~chlorine~~ sodium hypochlorite in confined or enclosed areas, and must be capable of safely and properly handling chemical spills; may include handling and treatment of hazardous waste.

6. Performs control tests and conducts water quality analysis during all phases of treatment. ~~Includes~~ Tests include, but are not limited to the following: pH, alkalinity, turbidity, ~~saturation index, flocculation factors~~ jar testing, conductivity, chlorine demand, ~~caustic soda, chlorine, fluoride,~~ and ozone residuals, taste, odor and color. Calculates and maintains ~~required disinfecting~~ treatment disinfection requirements.
7. Communicates ~~verbally~~ effectively with craft, support and supervisory personnel.
8. Responsible for keys facility access controls, 2-way radios and monitoring plant and buildings and grounds, including and ensuring public safety.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: the operation and maintenance requirements of for a wide variety of water treatment plant/distribution system machinery and equipment and the tools and equipment necessary to for their proper care operation, maintenance and repair; applicable safety codes and regulations.

Ability and Skill to: comprehend orders and communicate clearly in person, by telephone and by radio; read and comprehend procedures, policies, ~~blueprints~~ plan drawings, gauges, meters, ~~records and logs;~~ populate and maintain records and logs; develop write-ups for log entries, memos and related job reports; use of hand and power tools and various test equipment.

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 sState or fFederally recognized four-year Stationary Engineer apprenticeship program.

Experience:

License and Certification:

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Possession of a current valid Grade II Water Treatment Operator Certificate issued by the State of California.

Positions located in the Water Supply and Treatment Division require a valid Grade II (or higher) Water Treatment Operator Certificate. Incumbents must obtain and maintain a Grade III (or higher) Water Treatment Operator Certificate within 18 months from the date of hire.

Positions located in the City Distribution Division require a valid Grade I (or higher) Water Treatment Operator Certificate and a valid Grade II (or higher) Water Distribution Operator Certificate. Incumbents must obtain and maintain a Grade II (or higher) Water Treatment Operator Certificate and a Grade III (or higher) Water Distribution Operator Certificate within 18 months from the date of hire.

Operator certificates must be issued by the State of California.

Possession of a current ~~v~~Valid California Driver License.

Substitution:

Any of the following may substitute for the required education:

Four (4) years ~~of~~ journey-level Operator, **Maintenance Technician, Plant Mechanic** and/or Stationary Engineer experience in the maintenance, repair and operation of a variety of mechanical and electrical pumping, **heating, air-conditioning, ventilating** and related plant machinery ~~in~~ of a water, ~~or~~ wastewater **or industrial** treatment plant **or water distribution system; government establishment; hospital; industrial, production, or commercial building.**

Four (4) years journey-level ~~of~~ experience as a Marine Engineer performing duties in the areas of maintenance, repair and operation of a variety of mechanical and electrical pumping and related machinery.

Graduation from a recognized four-year Maritime Academy with a degree in Engineering or Technology.

Possession of at least at least a 3rd a third Assistant Marine Engineer's License of any unrestricted horsepower (experience as an Oiler or Firetender will not be accepted as qualifying).

The following may substitute for up to two (2) years of experience:

An Associate Degree in Electrical & Electronics Technology, Environmental Control Technology, Industrial Maintenance Technology, Machine Technology, or equivalent from an accredited college may substitute for two (2) years of experience.

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SUPPLEMENTAL INFORMATION

SPECIAL REQUIREMENTS: Some physical effort and use of all senses is required in the operation, repair and maintenance of machinery and equipment including kneeling, crouching, stooping, squatting crawling, climbing, working in various lift equipment and use of fixed and portable ladders up to 75 feet and walking long distances and lifting up to 50 pounds in the performance of important and essential duties. This also includes exposure to working conditions where the performance of duties requires working in confined spaces, damp environments, outdoors in inclement weather and with chemicals. Required to work various shifts including nights, holidays, weekends and on standby duty as needed or as operational need and staffing levels require.

~~Positions located at the Water Supply and Treatment Division will require incumbents to obtain and successfully maintain a Grade III Water Treatment Operator Certificate within 18 months from the date of hire.~~

~~Positions located at the City Distribution Division will require incumbents to obtain and successfully maintain a Grade III Water Distribution Operator Certificate issued by the State of California within 18 months from the date of hire.~~

Upon appointment to Class 7341, employees may be required to take a sState mandated respirator and self-contained breathing apparatus (SCBA) medical examination (SCBA), (renewed annually) and be clean shaven prior to starting each shift for respirator and SCBA use.

Employees may be required to pass CPR training annually and first aid training tri-annually.

PROMOTIVE LINES

To: 7343 Senior Stationary Engineer, Water Treatment/Distribution Plant

From: 7352 Apprentice Stationary Engineer, Water Treatment/Distribution Plant II

ORIGINATION DATE:

AMENDED DATE:

REASON FOR AMENDMENT

To accurately reflect the current tasks, knowledge, skills & abilities, and minimum qualifications.

BUSINESS UNIT(S):

COMMN SFMTA-SFCCD-SFUSD

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Title: SENIOR STATIONARY ENGINEER, WATER TREATMENT/DISTRIBUTION PLANT
Job Code: 7343

DEFINITION

Under general direction, ~~on an assigned shift, supervises or~~ and participates in the operation, maintenance and repair activities of a wide variety of complex machinery and equipment in a water filtration ~~treatment~~ plant, and/or water distribution system pump station or related facility. ~~Personally p~~Participates in operation, maintenance and repair activities on machinery and equipment, ~~a~~Acts as Chief Plant Operator when necessary, helps develop training plans and procedures, and ~~and~~ and performs related duties as required.

DISTINGUISHING FEATURES

This is the advanced journey level job code within the Stationary Engineer, Water Treatment/Distribution Plant-series. Positions at this level require the exercise of judgment in the performance of duties. It is distinguished from 7245 Chief Stationary Engineer, Water Treatment/Distribution Plant—by its scope of independence in the development or recommendation of operational and maintenance work procedures.

SUPERVISION EXERCISED

The 7343 Senior Stationary Engineer, Water Treatment/Distribution Plant is responsible for lead work and first line supervision to the 7341 Stationary Engineer, Water Treatment/Distribution Plant.

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. ~~On an assigned shift, s~~Supervises or participates in the day-to-day operation of a water treatment plant and/or distribution system in order to meet all state and federal water quality standards; must be able to operate a computerized water treatment and distribution system; makes remote chemical adjustments to meet state and federal water quality standards; sets daily operational parameters for treated water reservoir levels, chemical dosages, treatment methods and laboratory analysis.
2. Assists in planning and coordinating in-house maintenance and repairs ~~of~~ for all filter treatment plant, distribution, and field facility ~~and ozone facility~~ systems and equipment.
3. Assists in planning and coordinating work to be performed by employees of other trades, crafts, divisions and contractors; initiates work orders, inspects and reviews s completed work.
4. Conducts safety and hazardous material management training sessions; prepares ~~accident~~ incident reports; orders and maintains safety ~~and hazardous materials~~ equipment and supplies.
5. Purchases routine material, supplies and water treatment chemicals; maintains

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inventories; maintains safe storage of chemicals.

6. May train, evaluate and discipline subordinate staff.
7. May set daily work schedules and job priorities.

~~May supervise the operation of a computerized water distribution system; makes remote chemical adjustments to meet state and federal water quality standards.~~

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: the operation and maintenance requirements of for a wide variety of pumping, heating, ventilating and related plant water treatment plant/distribution system machinery and equipment and the tools and equipment necessary for their proper care operation, maintenance and repair; applicable safety codes and regulations; bacteriological and chemical tests required at various phases of water treatment.

Ability and Skill to: analyze, operate, repair and maintain a variety of pumping, heating, ventilating and similar types of plant machinery and equipment; assign, supervise and inspect the work of subordinate personnel; prepare and maintain treatment plant/distribution system operating records and related reports; use of hand and power tools and various test maintenance and repair equipment; develop and review write-ups for log entries, memos and related job reports.

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 state or federally recognized four-year Stationary Engineer apprenticeship program, plus one (1) year journey level experience in a Water Treatment Plant; OR

Experience:

Two (2) years journey level experience in a water treatment plant or water distribution system Five (5) years verifiable journey-level Stationary Engineer and/or Operator experience in the operation, maintenance, repair of a variety of mechanical electrical, pumping, and related machinery of a water or wastewater treatment plant, three (3) years of which must be in a surface water treatment plant;

License and Certification:

Positions located in the Water Treatment and Supply Division require Possession of a current-valid Grade IV (or higher) California Water Treatment Plant Operator Certificate. Applicants who currently possess a valid Grade III California Water Treatment Plant Operator Certificate may participate in the examination but will remain under waiver of appointment on

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the eligible list until proof of Grade IV is submitted.

Positions located in the City Distribution Division require a valid Grade I (or higher) Water Treatment Operator Certificate and a valid Grade III (or higher) Water Distribution Plan Operator Certificate. Incumbents must obtain and maintain a Grade II (or higher) Water Treatment Operator Certificate within 18 months from the date of hire.

Operator certificates must be issued by the State of California.

Possession of a current ~~v~~Valid Class C California driver's license.

Substitution:

Any of the following may substitute for the required education:

Four (4) years of Operator, Maintenance Technician, and/or Plant Mechanic experience in the operation, maintenance, repair and operation of a variety of mechanical and electrical pumping, heating, air-conditioning, ventilating, and related plant machinery in of a water, wastewater or industrial treatment plant or water distribution system; government establishment; hospital; industrial, production, or commercial building.

Four (4) years of experience as a Marine Engineer performing duties in the areas of maintenance, repair and operation of a variety of mechanical and electrical pumping and related machinery.

Graduation from a recognized four-year Maritime Academy with a degree in Engineering or Technology.

Possession of at least a 3rd at least a third Assistant Marine Engineer's License of any unrestricted horsepower (experience as an Oiler or Firetender will not be accepted as qualifying).

The following may substitute for up to two (2) years of experience:

An Associate Degree in Electrical & Electronics Technology, Environmental Control Technology, Industrial Maintenance Technology, Machine Technology, or equivalent from an accredited college.

SUPPLEMENTAL INFORMATION

SPECIAL REQUIREMENTS: Some physical effort and use of all senses is required in the operation, repair and maintenance of machinery and equipment including kneeling, crouching, stooping, squatting, crawling, climbing, working in various lift equipment and use of fixed and portable ladders up to 75 feet, walking long distances and lifting up to 50 pounds in the performance of important and essential duties. This also includes exposure to working conditions where the performance of duties requires working in

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confined spaces, damp environments, outdoors in inclement weather and with chemicals. May be rRequired to work various shifts including nights, holidays, weekends and on standby duty as needed or as operational need and staffing levels require.

Upon appointment to Class 7343, employees may be required to take a state mandated respirator and self-contained breathing apparatus (SCBA) medical examination (renewed annually) and be clean shaven prior to starting each shift for respirator and self-contained breathing apparatus SCBA use. Employees may be required to pass CPR training annually and first-aid training tri-annually.

PROMOTIVE LINES

To: 7245 Chief Stationary Engineer, Water Treatment/Distribution Plant

From: 7341 Stationary Engineer, Water Treatment/Distribution Plant

ORIGINATION DATE: 1/12/61

AMENDED DATE: Retitled: 7/1/77 Amended: 2/17/69; 8/11/69; 7/13/70; 1/07/2004;
03/08/2013, 11/xx/2021

REASON FOR AMENDMENT

To accurately reflect the current tasks, knowledge, skills & abilities, and minimum qualifications.

BUSINESS UNIT(S):

COMMN, SFCCD, SFMTA, SFUSD

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**Title: CHIEF STATIONARY ENGINEER, WATER TREATMENT/DISTRIBUTION PLANT
Job Code: 7245**

DEFINITION

Under general direction, plans, assigns and directs the activities of subordinate personnel engaged in water treatment plant/distribution system operation and maintenance and ~~operation~~ activities in ~~a water treatment plant~~; develops, interprets, ~~and~~ coordinates and enforces methods and procedures relative to the operations and maintenance of a water treatment plant/distribution system; interacts with other departmental personnel, outside organizations and the general public in connection with treatment plant/distribution system operation and maintenance and ~~operation~~ activities; prepares, checks and reviews important and detailed operational records and reports; and may perform other duties as assigned.

DISTINGUISHING FEATURES

This is the supervisory level class within the Stationary Engineer, Water Treatment/Distribution Plant series. It is distinguished from class 7343 Senior Stationary Engineer, Water Treatment/Distribution Plant by its development of work procedures or recommendations consistent with directives, policies and regulations. It is distinguished from class 5148 Assistant Superintendent, Water Treatment Facilities by its responsibility for the day-to-day systems operations and review of multiple water treatment and or distribution ~~filtration~~ facilities.

SUPERVISION EXERCISED

Supervises subordinate personnel in the operation and maintenance of water treatment and/or distribution systems ~~equipment~~.

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. Assigns and directs the activities of subordinate personnel in a water treatment plant and/or distribution system; instructs and supervises subordinate personnel in the operation and maintenance of water treatment/distribution system equipment, including pumps, motors, chemical feeders and filters to control the quality of water distributed for domestic use; supervises ~~and review~~ personnel performing water analysis to maintain water quality and ensure proper chemical dosage in a ~~filtration~~ treatment/distribution system plant.
2. Reviews and evaluates ~~plant~~ treatment/distribution system performance to ensure compliance with state and federal standards; reviews all ~~plant~~ operating logs and prepares required operational reports.
3. Communicates with departmental personnel, regulatory agencies, outside vendors, other organizations and the public regarding operation and maintenance activities of the water treatment/distribution systems plants.
4. Makes recommendations regarding operational and maintenance work procedures including employee training and safety; may review plant modification plans prepared by others and

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make recommendations to appropriate managerial personnel.

5. ~~Plans, and coordinates, and supervises the work to be performed by employees of other trades, crafts, divisions and contractors; initiates work orders, inspects and reviews completed work.~~

~~Provides training, conducts performance review, and implements disciplinary actions when necessary for subordinate staff.~~

5.6. Sets daily work schedules and job priorities for subordinate staff.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: The machinery, equipment and operation of water treatment facilities **and distribution systems** and filtration plants; the operation and maintenance requirements of a wide variety of pumping, heating, ventilating and related plant **and facility** machinery and equipment and the tools and equipment necessary for their proper care **operation, maintenance and repair**; applicable safety codes and regulations; **applicable drinking water regulations; applicable environmental compliance requirements for water treatment facilities and distribution systems**; bacteriological and chemical tests required at various phases of water treatment/distribution.

Ability and Skill to: Plan, assign and direct the operation and maintenance activities of subordinate personnel; review, analyze and make recommendations relative to the **enhancement and improvement** betterment of **treatment plant/distribution system** operating and maintenance methods and procedures; communicate tactfully and effectively with subordinate personnel and the general public and outside organizations; prepare and review plant-operating records and prepare related reports. Considerable skill in: use of hand tools and maintenance and repair equipment; **verbal and written communication**.

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 state or federally recognized four-year Stationary Engineer apprenticeship program.

Experience:

Six (6) years of experience in the operation, maintenance and repair of mechanical and electrical machinery and equipment in a 10 million gallons per day (MGD) or larger water treatment/filtration plant, or **a D3 or higher** water distribution system, of which two (2) years must have been in a supervisory capacity.

License and Certification:

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Job Code: 7245

Positions located in the Water Supply and Treatment Division require Possession of a valid Grade V Water Treatment Operator Certificate or Grade IV Water Distribution Operator Certificate issued by the State Water Resources Control Board. Applicants who possess a valid Grade IV Water Treatment Plant Operator Certificate may participate in the examination but will remain under waiver on the eligible list until proof of Grade V is submitted.

(For pPositions located at the City Distribution Division require, a valid Grade II (or higher) Water Treatment Operator Certificate and a Grade IV (or higher) Water Distribution Operator Certificate is required.)

Operator certificates must be issued by State of California.

Possession Valid California of a driver's license issued by the State of California Department of Motor Vehicles.

Substitution:

SUPPLEMENTAL INFORMATION

Some physical effort and use of all senses is required in the operation, repair and maintenance of machinery and equipment including kneeling, crouching, stooping, squatting, and crawling, climbing, working in various lift equipment and use of fixed and portable ladders up to 75 feet, walking long distances and lifting up to 50 pounds in the performance of important and essential duties. This also includes exposure to working conditions where the performance of duties requires working in confined spaces, damp environments, outdoors in inclement weather and with chemicals. May be required to work various shifts including nights, holidays, weekends and on standby duty as needed.

Upon appointment to Class 7245, employees may be required to take a State mandated respirator and self-contained breathing apparatus (SCBA) medical examination (renewed annually) and be clean-shaven prior to starting each shift for respirator and self-contained breathing apparatus SCBA use. Employees may be required to pass CPR training annually and first aid training tri-annually.

PROMOTIVE LINES

From: 7343 Senior Stationary Engineer, Water Treatment/Distribution Plant

ORIGINATION DATE: 07/27/1994

AMENDED DATE: 08/26/16; 11/XX/21

REASON FOR AMENDMENT

To accurately reflect the current tasks, knowledge, skills & abilities, and

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minimum qualifications.

BUSINESS UNIT(S): COMMN