

City and County of San Francisco
Carol Isen
Human Resources Director



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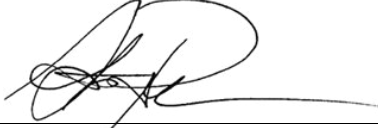
**NOTICE OF FINAL ACTION TAKEN BY THE
HUMAN RESOURCES DIRECTOR**

Date: June 15, 2023

Re: **Notice of Proposed Classification Actions – Final Notice No. 24 FY 2022/2023
(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 June 15, 2023.

Carol Isen
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
Carol Isen, DHR
Sandra Eng, CSC
Erik Rapoport, 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: 24
Fiscal Year: 2022/2023
Posted Date: 06/08/2023
Reposted Date: N/A

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

Item #	Job Code	Title
1	7347	Plumber
2	7213	Plumber Supervisor I
3	7239	Plumber Supervisor II

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

**Title: Plumber
Job Code: 7347**

DEFINITION

Under general supervision, performs skilled plumbing work in the alteration, repair and maintenance of water, sewer and other plumbing systems; and performs related duties as required.

Requires responsibility for: following established plumbing methods and procedures. Nature of work involves: considerable physical effort and intermittent exposure to working conditions which may produce minor cuts, bruises, and abrasions; somewhat unpleasant physical and working surroundings, such as lack of adequate ventilation, cramped quarters and toxic conditions.

DISTINGUISHING FEATURES

The 7347 Plumber is the journey level classification of the Plumber series. It is distinguished from the 7213 Plumber Supervisor I in that the latter supervises subordinate plumbing staff, whereas the Plumber does not.

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. Performs plumbing duties in connection with a wide variety of building alterations, maintenance and repair projects and other appurtenant and miscellaneous structures; installs, alters, replaces and repairs plumbing, such as water, sewage and drainage systems.
2. Cuts, bends, assembles and installs various pipes, fittings and fixtures for water, sanitary, drainage, heating, gas and other plumbing systems which involve the performance of hand, bench and maintenance plumbing tasks,
3. Installs, alters, repairs or replaces all plumbing fixtures.
4. Threads, reams, assembles, caulks, solders and welds various pipes and component parts.
5. Installs, alters and repairs valves, fittings and other plumbing parts and equipment, including such items as hot water boilers, sterilizers, steam tables, sinks, thermal control apparatus, sprinkler heads, hydrants and service pipes.
6. Repairs and installs new water and drainage lines and waste and sewage pipes.
7. Checks plumbing fixtures for leaks and other defects; opens and cleans clogged drains, pipes and traps.
8. Advises on selection, ordering and storing of plumbing supplies and equipment.
9. Maintains simple working records and reports.

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

**Title: Plumber
Job Code: 7347**

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: the practices, methods, tools and materials of the plumbing trade; applicable sanitary and safety codes and ordinances; occupational, hazards and the techniques of safety precautions.

Ability or Skill to: interpret and work from blueprints, sketches and drawings; plan and lay out details of work; work well with others; estimate materials and labor costs for plumbing jobs; use of the tools, materials and equipment of the plumbing trade; communicate effectively both orally and in writing.

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 the recognized Apprenticeship of the United Association of Journeymen and Apprentices of the Plumbing and Pipefitting Industry of the United States and Canada – City and County of San Francisco General Plumber Apprenticeship program in class 7465/7466.

Experience:

License and Certification:

Possession of a valid California driver's license.

Substitution:

Completion of a recognized five (5) year plumber's apprenticeship program and three (3) years of journey-level experience as a journeyman plumber may be substituted for the completion of the City and County of San Francisco General Plumber Apprenticeship.

Additional qualifying journey level experience may be substituted for the required plumbing apprenticeship on a year-for-year basis.

SUPPLEMENTAL INFORMATION

PROMOTIVE LINES

To: 7213 Plumber Supervisor I

ORIGINATION DATE: 03/09/1961

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

**Title: Plumber
Job Code: 7347**

AMENDED DATE: 10/27/16; 6/15/2023

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

BUSINESS UNIT(S): COMMN SFMTA SFCCD SFUSD

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

**Title: Plumber Supervisor I
Job Code: 7213**

DEFINITION

Under direction, plans, assigns and supervises work of journeyman plumbers engaged in maintenance and repair work in water, sewer and other plumbing systems and performs related duties as required.

Requires responsibility for: explaining and enforcing existing plumbing methods and procedures; makes frequent public contact with departmental personnel; prepares operating reports and records on various phases of plumbing maintenance.

DISTINGUISHING FEATURES

The 7213 Plumber Supervisor I is the first supervisory level in the Plumbing series. It is distinguished from the Plumber by its supervisory responsibility. It is distinguished from the 7239 Plumber Supervisor II in that the latter supervises the former.

SUPERVISION EXERCISED

Exercises supervision over subordinate plumbing staff.

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. Plans, assigns and supervises work of plumbers on maintenance, repair, remodel jobs, new construction sites at various locations; coordinates work with other trades involved in the work.
2. Makes estimates regarding the amount of labor and materials needed for various jobs under his supervision.
3. Identifies issues; solves problems and takes appropriate action in relation to plumbing jobs in a timely manner.
4. Inspects and evaluates that work is completed correctly, on time and in compliance with codes and regulations.
5. Purchases materials required for inventory and the installation of various plumbing jobs.
6. Plans and coordinates safety meetings; schedules training for Personal Protective Equipment (PPE); enforces work procedures and performs safety inspections.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: the methods, materials, machinery, tools and equipment used in water, sewer and other plumbing systems; of existing safety codes, ordinances and regulations related to the trade.

Ability or Skill to: to supervise, monitor and evaluate subordinate personnel, including ability to counsel and discipline; to calculate and prepare estimates of materials and labor; ; to interact, establish, maintain effective and cooperative working relationships with others; to communicate

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

**Title: Plumber Supervisor I
Job Code: 7213**

clearly and concisely, both orally and in writing; to use a computer and utilize applicable computer software associated to the work.

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 the recognized Apprenticeship of the United Association of Journeymen and Apprentices of the Plumbing and Pipefitting Industry of the United States and Canada – City and County of San Francisco General Plumber Apprenticeship program in class 7465/7466.

Experience:

License and Certification:

Possession of a valid California driver's license.

Substitution:

Completion of a recognized five (5) year plumber's apprenticeship program and three (3) years of journey-level experience as a journeyman plumber may be substituted for the completion of the City and County of San Francisco General Plumber Apprenticeship.

Additional qualifying journey level experience may be substituted for the required plumbing apprenticeship on a year-for-year basis.

SUPPLEMENTAL INFORMATION

PROMOTIVE LINES

To: 7229 Plumber Supervisor II

From: 7347 Plumber

ORIGINATION DATE: 07/06/1967

AMENDED DATE: 07/01/1977 (Retitled); 10/11/16; 6/15/2023

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

BUSINESS UNIT(S): COMMN SFMTA SFCCD SFUSD

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

**Title: Plumber Supervisor II
Job Code: 7239**

DEFINITION

Under direction, is responsible for planning, assigning and supervising the activities of a large group of plumbers engaged in the maintenance and repair of plumbing activities and facilities in the various city buildings and installations; and performs related duties as required.

Requires responsibility for: carrying out, interpreting, coordinating and enforcing existing policies and procedures relative to plumbing maintenance and repair activities; making regular contacts with outside organizations, other departments and the general public on matters relating to plumbing activities; preparing, checking and reviewing operational records and reports.

DISTINGUISHING FEATURES

The 7239 Plumber Supervisor II is the second supervisory level in the Plumbing series. It is distinguished from the 7213 Plumber Supervisor I in that the former supervises a large group of plumbers including the 7213 Plumber Supervisors.

SUPERVISION EXERCISED

Exercises supervision over subordinate plumbing staff.

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. Plans lay-outs, directs and -inspects the work of subordinate plumbers and other personnel engaged in plumbing maintenance and repair work.
2. Makes preliminary, progress and final inspections on complex jobs for compliance with specifications, codes and approved practices.
3. Estimates and requisitions supplies and materials, including the determination of kind, grade, size quantity and quality.
4. Analyzes and interprets blueprints and specifications.
5. Consults with and advises administrative and other building repair personnel regarding plumbing methods and techniques in altering, maintaining or repairing equipment or systems.
6. Cooperates with other craftsmen in performing tasks involving other trades; assures work is properly coordinated with other trades.
7. Maintains records and makes reports as required.
8. Assists in the development and advancement of subordinates through -training and effective use of employee development program.

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

**Title: Plumber Supervisor II
Job Code: 7239**

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge, Abilities and Skills: Requires considerable knowledge of: the practices, principles and local codes applicable to plumbing work; the qualities, adaptability and uses of plumbing materials, including all types of pipes and special fittings; the design, construction, installation, maintenance and repair of hot and cold water, sanitary, drainage, heating, gas and other plumbing systems and appliances.

Requires ability to: analyze and interpret blueprints, working drawings, sketches and specifications; make estimates of labor and materials for various projects; plan, lay out, direct and supervise the work of subordinates on various work assignments.

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 the recognized Apprenticeship of the United Association of Journeymen and Apprentices of the Plumbing and Pipefitting Industry of the United States and Canada – City and County of San Francisco General Plumber Apprenticeship program in class 7465/7466.

Experience:

Three (3) years of journey level plumbing experience in building trades, including two (2) years of supervisory experience.

License and Certification:

Possession of a valid California driver's license.

Substitution:

Completion of a recognized five (5) year plumber's apprenticeship program and three (3) years of journey-level experience as a journeyman plumber may be substituted for the completion of the City and County of San Francisco General Plumber Apprenticeship.

Additional qualifying journey level experience may be substituted for the required plumbing apprenticeship on a year-for-year basis.

SUPPLEMENTAL INFORMATION

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

**Title: Plumber Supervisor II
Job Code: 7239**

PROMOTIVE LINES

To: No normal line of promotion

From: 7213 Plumber Supervisor

ORIGINATION DATE:

AMENDED DATE: 07/01/1977 (Retitled); 6/15/2023

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

BUSINESS UNIT(S): COMMN SFMTA