

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: October 20, 2022

Re: **Notice of Proposed Classification Actions – Final Notice No. 6 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 October 20, 2022.

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

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

**Title: Automotive Machinist
Job Code: 7313**

DEFINITION

Under general supervision, performs skilled machinist work in the maintenance, repair and overhaul of heavy-duty and off-road vehicles and power-driven equipment, such as diesel trucks and buses, firefighting vehicles, compressors, generators, graders, backhoes, tractors, small engines (lawn mowers, etc.) and electric motors (on carts, etc.) and performs related duties as required.

DISTINGUISHING FEATURES

The Automotive Machinist is the journey level class of the series. This class is distinguished from the 7315 Automotive Machinist Assistant Supervisor in that the latter exercises work direction over a group of subordinate Automotive Machinists.

SUPERVISION EXERCISED

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. Maintains, repairs, overhauls, and services heavy-duty and off-road vehicles and power-driven equipment using hand tools, power tools and machine tools such as lathes, drill presses, grinders, boring bars, valves refining tools and other machine tools.
2. Designs, fabricates and welds parts.
3. Maintains records of equipment mileage, service/repair logs, materials and parts logs, and equipment and parts orders.
4. Responds to incoming emergency calls and may go to the site of the breakdown; may tow vehicles.
5. Inspects, tests, and reviews vehicles and equipment as part of the preventive maintenance program.
6. Diagnoses malfunctions using test equipment, manufacturers' specifications and repair manuals, and observation both in the shop and in the field in order to determine needed repairs.
7. Orders supplies, parts and materials necessary for the maintenance, repair and servicing of equipment and vehicles.
8. Drives city vehicles and operates equipment to diagnose malfunctions and to conduct final inspection of work completed.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Heavy duty mechanics and the functioning of various mechanical, hydraulic and pneumatic assemblies and structures in heavy duty and off-road vehicles and power-driven equipment to be able to disassemble parts, evaluate malfunctions and make major repairs and

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overhauls; preventive maintenance; the operation and safety requirements of the machining and welding equipment, use of protective gear with all power equipment, and maintenance of a safe working environment and regulations concerning the handling of hazardous materials and toxic waste.

Ability or Skill to: Safely and efficiently use hand, power and machinist tools necessary to repair and overhaul various mechanical, hydraulic and pneumatic assemblies of heavy duty vehicles and equipment including assorted hand tools, measuring instruments, pneumatic tools, alignment rack, machine tools such as lathes, drill presses, valve facers and reseaters, grinders, boring bars and welding and cutting equipment; troubleshoot, diagnose and analyze mechanical, hydraulic and pneumatic malfunctions using test equipment and repair manuals; properly use voltmeters, ohmmeter, ammeters, battery load testers, etc., to test electrical systems and computer control systems and to make precise measurements; read and use specifications and repair manuals provided by equipment manufacturers, apply precise measurements, and use appropriate parts and repair procedures as specified; communicate effectively and tactfully with co-workers and supervisors to solve problems and to complete written shop and vehicle operating records.

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:

A combination of journey-level experience and/or apprenticeship training as an automotive machinist or heavy-duty mechanic totaling six (6) years in which the major duties were disassembling, repairing, overhauling and installing mechanical, electrical and hydraulic assemblies in heavy duty and off-road vehicles and power-driven equipment. To be considered qualifying, this experience must include the use of machine tools such as valve re-facers, hydraulic and drill presses, lathes and grinders.

License and Certification:

Possession of at least a Class C (or III) driver license at the time of application; ability to obtain a Class B (or II) driver license and Medical Certificate at the time of appointment.

Positions at some city departments require that the candidate must be able to obtain a Class A (or I) driver license with Medical Certificate within six months of the time of appointment. Failure to maintain the required license may be cause for termination.

Substitution:

Completion of a CA Division of Apprenticeship Standards recognized Automotive 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.

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SUPPLEMENTAL INFORMATION

Nature of work: involves some physical effort and considerable dexterity in the use of the fingers, limbs and body; continuous exposure to physical and working conditions where minor injuries may occur. May be required to work nights, weekends and/or holidays.

PROMOTIVE LINES

To: 7315 Automotive Machinist Assistant Supervisor

From: Entrance

ORIGINATION DATE: 06/22/1961

AMENDED DATE: 12/24/14; 10/26/16; 09/04/18, 10/20/22

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

BUSINESS UNIT(S): COMMN SFMTA