

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



**Department of Human Resources**  
*Connecting People with Purpose*  
www.sfdhr.org


**NOTICE OF FINAL ACTION TAKEN BY THE  
HUMAN RESOURCES DIRECTOR**

Date: October 19, 2023

Re: **Notice of Proposed Classification Actions – Final Notice No. 21 FY 2023/2024  
(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 19, 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:** 21  
**Fiscal Year:** 2023/2024  
**Posted Date:** 10/12/2023  
**Reposted Date:** N/A

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

Item #	Job Code	Title
1	7313	Automotive Machinist
2	7315	Automotive Machinist Assistant Supervisor

**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  
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

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

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

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 twelve (12) 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.

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

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

**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, 10/19/23

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

**BUSINESS UNIT(S):** COMMN SFMTA

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

**Title: Automotive Machinist Assistant Supervisor  
Job Code: 7315**

**DEFINITION**

Under general supervision, performs skilled auto machinist work in connection with the major maintenance, repair and overhaul of a variety of automotive equipment; exercises work direction over a small group of subordinate journeyman craftsmen and servicemen engaged in such work; and performs related duties as required.

Requires responsibility for: explaining and carrying out existing maintenance and repair methods and procedures; preparing and maintaining ordinary-operating and maintenance reports.

**DISTINGUISHING FEATURES**

The 7315 Automotive Machinist Assistant Supervisor is distinguished from the 7313 Automotive Machinist in that the latter is the journey level classification of the series, whereas the former exercises work direction over a group of Automotive Machinists. It is further distinguished from 7254 Automotive Machinist Supervisor, which performs more complex and difficult duties and supervises a larger group of automotive machinists and mechanics.

**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. Participates in and assigns work to subordinate journeyman craftsmen engaged in the major overhaul, reconditioning and repair of engines and other component parts of automotive vehicles.
2. Inspects, tests and reviews maintenance and repair of vehicles and equipment to assure conformance with instructions and standard procedures; approves completed jobs prior to their release.
3. Maintains records of equipment mileage and service time of component parts of equipment to facilitate planning for maintenance and upkeep.
4. Inspects incoming equipment to determine extent of damage and malfunctions and arranges for necessary repairs.
5. Determines parts and materials needed for repair work, orders same, and assures their compliance with needs when received; maintains materials records and makes recommendations regarding the obtaining of new shop equipment.
6. Operates shop equipment and machine tools such as valve facing and reseating machines, honing machines, pedestal grinders, power hack saws, brake rivetors, drill presses, generator resters and other shop equipment within the jurisdiction of this craft in connection with maintenance, repair and overhaul work.

**KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of: Methods, materials, machinery, tools and equipment used in the maintenance,

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

**Title: Automotive Machinist Assistant Supervisor  
Job Code: 7315**

repair and overhaul of a wide variety of automotive equipment; the operating and preventative maintenance requirements of such equipment.

Ability or Skill to: analyze malfunctions in automotive equipment; determine repair requirements; make time and material cost estimates; maintain shop and vehicle operating records; and use tools, machinery and equipment of the trade.

**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 High School or equivalent (G.E.D. 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 seven (7) 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 twelve (12) months of the time of appointment. Failure to maintain the required license may be cause for termination.

Substitution:

**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 be incurred.

**PROMOTIVE LINES**

To: 7254 Automotive Machinist Supervisor I

From: 7313 Automotive Machinist

**ORIGINATION DATE:**

**AMENDED DATE:** 11/09/1961; 07/01/1977 (Retitled); 10/26/16, 10/19/23

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

**Title: Automotive Machinist Assistant Supervisor  
Job Code: 7315**

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

**BUSINESS UNIT(S):** COMMN SFMTA