

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: May 03, 2023

Re: **Notice of Proposed Classification Actions – Final Notice No. 20 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 May 03, 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

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

**Title: General Laborer Apprentice
Job Code: 7501**

DEFINITION

Under close guidance and direct supervision, performs a variety of manual labor tasks in support of 7514 General Laborers, such as assisting in the removal of debris from construction, maintenance, wrecking, or repair work; assisting in the loading and unloading of materials, supplies, furniture, and equipment; learning to work as part of a crew with other crafts; and learning to operate various types of equipment and machinery including pneumatic and hand tools associated with general construction.

DISTINGUISHING FEATURES

This class is the training level class in the laborer series. Incumbents in this classification receive on-the-job training in 7514 General Laborer work. Positions involve sustained physical effort and exposure to a variety of disagreeable working conditions and inclement weather.

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. Assists in excavating trenches (using various pneumatic and hand tools, including 90-pound jackhammers) for water and sewer lines, underground utility repair, or electrical conduits; backfilling and compacting excavations; and potholing transmission mains and service piping.
2. Assists in clearing culverts, staking fabric to prevent erosion of work sites, and cementing and rip-raping upstream and downstream of culverts.
3. Stabilizes embankments by assisting in building wetwalls and drywalls alongside roadways and waterways.
4. Learns to clear obstacles prior to machine mowing.
5. Assists the flag operator and sets up traffic barricades and lights or other barriers around work sites (on streets or in other locations).
6. Assists in clearing and chipping vegetation, brush, limbs; clearing firebreaks, watershed roadways, v-ditches, jogging and foot paths, pipeline rights-of-way, around structures, buildings, risers, vaults, and valve lots; cutting access routes to watershed domestic utility lines and springs; removing small trees and grinds stumps.
7. Assists in installing and maintaining chain link, barbed wire and hogwire fencing; assists in cementing watershed gate posts and chain link fence posts.
8. Learns to load and unload materials, supplies, furniture, and/or equipment by hand or with booms, power tailgate, forklift, and other moving equipment for moving to and from worksites (examples: jackhammers, sandbags, cement bags, debris bags, railroad ties, whackers, vibratory plates).

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9. Learns to remove and clean up debris resulting from construction, maintenance, wrecking, or repair work around grounds and building areas using hands, broom, shovel, wheelbarrow, etc.
10. Learns to work in confined spaces to assist in cleaning and flushing catch basins, septic tanks, or sewage treatment plants with shovels, hoses, and pumps to ensure proper drainage of the sewer system.
11. Learns to operate and maintain pneumatic, electrical, mechanical, and hand tools including air compressors, jack hammers, tie tampers, sand blasters, steam cleaners, hoists, drills, chain saws, cement mixers, chipping guns, weed whackers, spaders, stump grinders, fence stretchers, aerial lift buckets, and other hand tools to assist craft workers in getting their jobs done.
12. Assist in mixing and preparing concrete.
13. Assists in the application of concrete and asphalt to repair roads and sidewalks.
14. Assists in sweeping streets and sidewalks
15. Learns to apply disinfectants, de-greasers, and herbicides to streets and sidewalks.
16. Learns to scrub streets, sidewalks, and plazas with a broom or high-pressure water hose.
17. Assists in picking up litter and puts debris into bags.
18. Assists in cleaning up illegal dumping sites, spills on city streets, and sites of accidents.
19. Assists in removing litter and signs from poles and benches.
20. Learns to operate motorized sidewalk sweepers to clean sidewalks.
21. Learns to use radio communication system or other communication devices.
22. Assists in managing a tool room, distributing tools and tracking inventory.
23. Learns to completes forms such as work orders, daily work or field reports, and/or accident report forms.
24. Learns to drive a truck and/or car to work sites and follows route or other maps.
25. Learns to prepare surfaces for painting; removes graffiti from public/private property using a computerized color matching program, soda blaster, and/or steam cleaner.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

Ability or Skill to:

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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:

License and Certification:

Possession of a valid California Class C driver's license.

Substitution:

SUPPLEMENTAL INFORMATION

Special Requirements: Physical strength, endurance, and dexterity to perform tasks such as lifting and/or handling materials and objects weighing up to 90 pounds, carrying such materials at least 50 feet, balancing 10-foot long pieces of lumber; sustained physical effort, frequently under adverse weather conditions and/or disagreeable working conditions, such as working on roads or streets in traffic or in cold or rain or being exposed to feces and urine, raw sewage, used syringes, toxic and hazardous materials, poison oak, poisonous snakes, and insects; and confined space entry.

PROMOTIVE LINES

ORIGINATION DATE:	4/21/1998
AMENDED DATE:	5/3/2023 (Retitle and Amend)
REASON FOR AMENDMENT:	<i>To accurately reflect the current tasks, knowledge, skills & abilities, and minimum qualifications.</i>
BUSINESS UNIT(S):	COMMN, SFMTA