

**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: 27
Fiscal Year: 2023/2024
Posted Date: 12/11/2023
Reposted Date: N/A

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

Item #	Job Code	Title
1	7470	Watershed Keeper
2	7270	Watershed Keeper 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. 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: Watershed Keeper
Job Code: 7470

DEFINITION

Under general supervision, completes work that involves the general maintenance of ~~patrols and inspects watershed~~ lands and reservoir properties, aqueducts, and facilities; patrols to ~~in preventing trespassing~~ on Watershed lands, and pollution of ~~watersheds~~ to water supplies, and land encroachments on the rights-of-way; responds to various emergency conditions; takes preventative measures to reduce risk of emergency actions; and assists in ~~fightings~~ forest fires; and performs related duties as required.

~~Requires normal responsibility for: following established methods and procedures in patrolling and caring for watershed areas; keeping routine records and reports. Nature of work requires: considerable physical effort in patrolling the watershed area; continuing exposure to the elements and to working conditions where minor injuries may occur.~~

DISTINGUISHING FEATURES

~~None~~ The 7470 Watershed Keeper is distinguished from class 7270 Watershed Keeper Supervisor in that the latter is the advanced journey level in this series and is assigned more difficult and complex work and supervises a team of staff such as Watershed Keepers, Watershed Workers, Laborers and/or other crews.

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. Patrols and inspects rights-of-way, watershed and reservoir areas; removes ~~all~~ debris and ~~dead animals~~; issues warnings to ~~swimmers, hunters, fishermen, garbage dumpers, and other trespassers,~~ and poachers; maintains watersheds and, reservoirs, and landscaped areas to ensure a high quality water yield for public consumption.

2. Reads and maintains data on indicating meters and recording instruments and charts to determine water levels, water releases, water flow rates and weather station readings, including and temperature, precipitation, and other variables; keeps records of unusual incidents, conditions, improvement projects, and work performed.

3. Patrols lakes and reservoirs by launch to inspect water conditions and takes samples.

4. Locates, reports and assists in ~~fightings~~ forest fires, and responds to emergency situations.

54. Operates vehicles and various machinery related to flow of water to and from reservoirs, such as pipe-lines, flumes, ~~stream flow,~~ spillways, and sluice gates, and valves. ~~to regulate the flow of water from the reservoirs; measures and dumps fluoride into hoppers to~~

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~~keep continual flow into the pipe lines; inspects, adjusts and operates chlorine station equipment.~~

~~65. May take weather station readings, search for lost hikers, perform maintenance work and~~
Eescorts visitors, manages public access trails, conducts tours, and assists in recreational activities; May issues warnings to trespassers and facilitates the removal of trespassers; and performs general labor to assist in Watershed maintenance.

7. May perform dam, penstock, pipeline and other facility inspections.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: methods and practices employed in the operation of gates, valves, screen systems, water measuring devices and other equipment related to reservoir operations; life saving and fire fighting equipment and artificial respiration **such as cardiopulmonary resuscitation; general understanding of management and maintenance of open lands and watershed properties; safety practices pertaining to open lands and watershed management.**

Ability or Skill to: read gauges and measuring devices; **record and report data observations; use simple hand tools; fight fires; perform rescue operations; make simple arithmetical computations; write simple reports; comprehend written materials including training manuals, applicable ordinances, and written directives; communicate in an effective manner, both orally and in writing; use basic computer and computer applications; work and drive in various terrains and adverse conditions; respond to emergencies, such as firefighting and rescue operations; represent organization in a courteous manner.**

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:

Possession of a High school diploma or equivalent (GED or High School Proficiency Examination).

Experience:

Two (2) years of verifiable work experience performing duties which involve protection, conservation, operation, natural resource management, and/or maintenance/development of watersheds, reservoirs, and/or forestry.

~~One (1) year of experience in general laboring and caretaking work, or an equivalent combination of training and experience.~~

License and Certification:

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Title: Watershed Keeper
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Possession of a valid California driver's license.

Substitution:

None Additional education from an accredited college or university, with major course-work in either Watershed Management, Natural Resource Conservation, Forest or Park Management, Wildland/Range Management, Wildland Recreation, Biology, Natural Resources, Physical Science or other closely related fields, may be substituted for the required experience on a year-for-year basis (up to a maximum of six (6) months). Six months is equivalent to fifteen (15) semester units/ twenty-two (22) quarter units.

SUPPLEMENTAL INFORMATION

None Nature of work requires: considerable physical effort in patrolling the watershed area; continuing exposure to inclement weather and other potentially hazardous elements and to working conditions where minor injuries may occur.

PROMOTIVE LINES

To: 7270 Watershed Keeper Supervisor

From:

ORIGINATION DATE: 01/14/1965

AMENDED DATE: 01/20/21; XX/XX/XX

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

BUSINESS UNIT(S): COMMN

CITY AND COUNTY OF SAN FRANCISCO
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Title: Watershed Keeper Supervisor
Job Code: 7270

DEFINITION

Under direction, is responsible for planning, organizing, assigning and supervising the work activities of the work of Watershed Keepers, Watershed Workers and/or one or more other crews; engaged in the care A assigns and delegates work that involves the general maintenance of watershed lands and reservoir properties, aqueducts and facilities; and in patrolling to preventing trespassing on watershed lands, and pollution of to water supplies, and land encroachments onf the rights-of-way; responds to various emergency conditions; oversees preventative measures to reduce risk of emergency actions; and assists in fighting forest fires. ; and performs related duties as required.

Requires responsibility for: explaining and enforcing existing work methods and procedures; efficient and safe utilization of tools and motorized equipment; maintaining routine records and reports of operations. Nature of work requires: some physical effort and exposure to the elements in the supervision of the patrolling, policing and caring for the watershed area.

DISTINGUISHING FEATURES

~~None~~ Class 7270 Watershed Keeper Supervisor is distinguished from class 7470 Watershed Keeper in that the former is assigned more difficult and complex work and supervises a team of staff such as Watershed Keepers, Watershed Workers, Laborers and/or other crews.

SUPERVISION EXERCISED

~~None~~ Supervises Watershed Keepers, Watershed Workers, Laborers and/or other crews.

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 program,~~ Delegates ~~makes assignments~~ and projects ~~and~~ supervises the activities of the Watershed Keepers, Watershed Workers, and Laborers and/or other crews in the patrolling and inspecting ~~policing~~ of the reservoirs, ~~Watershed~~ lands, and reservoir areas, and transmission line Rights-of-way.
2. Supervises the operation and inspection of various dams, penstocks, pipe-lines, flumes, valves, screens, stream flows, spillways, and sluice gates, and valves to ~~which~~ regulate the flow of water to and from reservoirs.
3. Supervises the removal of all foreign matter from reservoir properties; ~~the apprehension of~~ issues warnings to trespassers and facilitates the removal of trespassers; and does general labor to assist in Watershed maintenance. ~~the maintenance of landscaped areas.~~
4. ~~Arrange and adjust the areas to be covered by~~ Delegates work activities and assigned areas to subordinates; ~~arranges for stakeouts and intensive coverage to apprehend trespassers;~~ ~~arranges for intensified surveillance in particularly troublesome areas;~~ creates

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**Title: Watershed Keeper Supervisor
Job Code: 7270**

weekly work schedules, arranges for appoints replacements and changes of assignments during vacations, sick-leave periods and emergencies.

~~5. Supervises the activities of a crew of laborers patrolling tile pipe lines and rights of ways into the reservoirs and between the reservoirs and the county line.~~

~~56.~~ Responsible for the maintenance of the various logs, records and reports pertinent to this position.

~~67.~~ Responsible for the proper maintenance of launches and other watercraft used on reservoirs.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: ~~Requires a thorough knowledge of:~~ methods and practices employed in the operation of gates, valves, screen systems, water measuring devices and other equipment related to reservoir operations, life saving and fire fighting equipment and artificial respiration **such as cardiopulmonary resuscitation; management and maintenance of open lands and watershed properties; safety practices pertaining to open lands and watershed management.; interpersonal skills.**

Ability and Skill to: ~~Requires ability to:~~ Plan, assign and supervise the activities of subordinate personnel, read gauges and measuring devices; use simple hand tools; ~~fight fires; perform rescue operations;~~ make simple arithmetic computations; prepare and review operating reports; **communicate in an effective manner, both orally and in writing; use basic computer and computer applications; work and drive in various terrains and adverse conditions; respond to emergencies, such as firefighting and rescue operations; represent organization in a courteous manner.**

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:

~~Requires completion of high school, supplemented by 3 years of experience as a Watershed Keeper or comparable experience.~~ **Possession of a high school diploma or equivalent (GED or High School Proficiency Examination).**

Experience:

Four (4) years of verifiable work experience that performs duties which involve protection, conservation, operation, natural resource management, and/or maintenance/development of watersheds, reservoirs, and/or forestry.

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License and Certification:

Requires possession of a valid **California driver's** state motor vehicle operator's license;
~~bond and deputization as a deputy sheriff or special policeman.~~

Substitution:

~~None~~ **Additional education from an accredited college or university, with major coursework in either Watershed Management, Natural Resource Conservation, Forest or Park Management, Wildland/Range Management, Wildland Recreation, Biology, Natural Resources, Physical Science or other closely related fields, may be substituted for the required experience on a year-for-year basis (up to a maximum of two (2) years). One (1) year is equivalent to thirty (30) semester units / forty-five (45) quarter units.**

SUPPLEMENTAL INFORMATION

~~None~~ **Nature of work requires: some physical effort and exposure to inclement weather and other potentially hazardous elements in the supervision of the patrolling, inspecting and caring for the watershed area.**

PROMOTIVE LINES

To: No normal lines of promotion
From: **7470 Watershed Keeper**

ORIGINATION DATE: 01/14/1965

AMENDED DATE: 08/17/12; **XX/XX/XX**

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

BUSINESS UNIT(S): **COMMN**