

**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 29, 2024

Re: **Notice of Proposed Classification Actions – Final Notice No. 33 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 May 29, 2024.

Carol Isen  
Human Resources Director

by:

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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:** 33  
**Fiscal Year:** 2023/2024  
**Posted Date:** 05/22/2024  
**Reposted Date:** N/A

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

Item #	Job Code	Title
1	9232	Airport Mechanical Maintenance 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  
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**CITY AND COUNTY OF SAN FRANCISCO  
DEPARTMENT OF HUMAN RESOURCES**

**Title: Airport Mechanical Maintenance Supervisor  
Job Code: 9232**

**DEFINITION**

Under general direction: performs supervisory duties in maintaining, operating and repairing airport mechanical machinery and equipment; and performs related duties.

Requires responsibility for: interpreting, coordinating and enforcing the policy, methods and procedures related to the maintenance and repair of large and varied stationary mechanical machinery and equipment at the San Francisco International Airport; effecting considerable economies by supervising the proper operation, maintenance and servicing of mechanical equipment of high value; preparing and checking and reviewing inventory, repair and ordinary operating records and reports. Nature of work requires the application of a wide range of technical skill and procedures to determine proper action to be taken in maintaining and repairing large and varied mechanical machinery and equipment.

**DISTINGUISHING FEATURES**

**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. Supervises the operation and maintenance of stationary mechanical machinery and equipment at the San Francisco International Airport; assigns duties and work to operating engineers and others, and is responsible for completion of work; checks and approves time sheets.
2. Arranges schedules for routine servicing of plant equipment such as lubrication of machinery, washing down sewage pumping station sumps, cleaning filtration air ducts and filters, and tests of emergency equipment,
3. Maintains a machinery history of the mechanical equipment showing make, model, serial numbers, local dealers' name and address, repair data and cost of repairs.
4. Makes periodic personnel inspection of mechanical equipment, to determine its operating condition; personally participates in major repair work as required, and give final approval.
5. Compiles specifications and requisitions for repair work to be done on mechanical equipment by outside contractors.
6. Confers with construction engineers, inspectors and contractors engaged in the construction of new mechanical equipment, to become familiar with the new installation.
7. Prepares or countersigns all requisitions for materials or services submitted by the mechanical maintenance section; maintains a record of expenditures incurred by the section; assist in the preparation of budget estimates for the mechanical maintenance section.

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

**Title: Airport Mechanical Maintenance Supervisor  
Job Code: 9232**

**KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of: Considerable knowledge of stationary mechanical machinery operation maintenance and repair; good mechanical aptitude.

Ability or Skill to: organize and direct the work of subordinates; deal effectively and courteously with airport tenants and representatives of various outside organizations.

**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 plus technical training in mechanical machinery and equipment.

Experience:

Four years as a chief engineer on a ship or in a large industrial plant including some experience with steam operating and heating and ventilating equipment, or an equivalent combination of training and experience.

License and Certification:

A valid State motor vehicle driver's license; a certificate as a chief engineer of an ocean going vessel desirable.

Substitution:

**SUPPLEMENTAL INFORMATION**

**PROMOTIVE LINES**

To: Airport Maintenance Superintendent  
Superintendent of Buildings and Grounds

From: Operating Engineer

**ORINATION DATE:** 05/29/24

**AMENDED DATE:**

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

**BUSINESS UNIT(S):** COMMN