



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

Date: November 06, 2025

Re: **Notice of Proposed Classification Actions – Final Notice No. 13 FY 2025/2026
(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 November 06, 2025.

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: 13
Fiscal Year: 2025/2026
Posted Date: 10/30/2025
Reposted Date: N/A

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

Item #	Job Code	Title	Salary	Bargaining Unit
1	7351	Apprentice Stationary Engineer I	\$83,460- \$102-700	0012

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](#).

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

**Title: Apprentice Stationary Engineer I
Job Code: 7351**

DEFINITION

Under immediate supervision, performs apprentice stationary engineer work as part of a recognized program established by the Joint Apprenticeship and Advisory Committee, Stationary Engineers' Trade; all work to be performed and related supplemental instruction are enumerated in the Apprenticeship Standards formulated by said Committee and are summarized in this specification; assists the stationary engineer in the operation and maintenance of a wide variety of complex machinery and equipment and performs related duties as required.

DISTINGUISHING FEATURES

The Apprentice Stationary Engineer I works under the immediate supervision of a qualified journey level stationary engineer during the first two years (or 5200 hours) of the four-year apprenticeship required by the trade, learning the operation, repair and maintenance of various machinery and equipment through diversified experience, on-the-job training, and related instruction in order to become a fully skilled craftsperson. Class 7351 Apprentice Stationary Engineer I, is distinguished from the next higher class 7333 Apprentice Stationary Engineer II in that the incumbents in the latter class perform more advanced work processes that lead to full journey level duties under general supervision.

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 the operation and maintenance of boilers, burners, combustion control devices, steam valves, traps and accessories, heating systems, ventilation and air-conditioning systems, radiators, refrigeration systems and equipment, elevators, water pumps and valves, water draining systems and alarm systems.
2. Assists in the repair and adjustment of switchboard controls, electric motors, generators, air compressors, ventilating fans, circuit breakers, elevators, laundry machines, pumping plant equipment, cable winding machinery and other equipment.
3. Assists in inspection and use of fire prevention equipment and safety equipment to assure proper functioning.
4. Assists with contacting and communicating and is required to deal with contractors, building tenants and/or the general public in order to be able to discharge assigned duties.
5. Assists in reading and interpreting meters, gauges and charts.
6. Assists with the maintenance of keys, communications equipment, and security (in the absence of Security Personnel), in order to ensure the security of a plant and buildings and grounds, including public safety. As part of an emergency response team, assists with recognizing, evaluating, and responding to potentially hazardous situations.
7. Performs related duties and responsibilities as assigned.

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

**Title: Apprentice Stationary Engineer I
Job Code: 7351**

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

Ability or Skill to: learn the methods, tools and equipment used in the operation, maintenance and repair of a variety of mechanical and electrical pumping, heating, ventilating and related plant machinery and equipment; establish effective working relationships with journey level stationary engineers and other apprentices; understand spoken instructions and verbally communicate work-related questions and information; read, write, understand and maintain routine records and reports and other work-related information regarding plant activities; operate motor vehicles with both automatic and manual automobile transmissions.

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 and Training:

Applicants must be 18 years of age by the end of the filing period; And

Applicants must have either a High School Graduation Diploma, Graduation Equivalent Degree (G.E.D.), or California High School Proficiency Certificate; And

Applicant must be on a current International Union of Operating Engineers, Stationary Engineers Local 39 Apprentice Eligible List; Or

Applicant must be a current indentured Stationary Engineer Apprentice with the Stationary Engineers Local 39 who has not completed more than 2080 hours of their combined work process and classroom study; And

Successfully pass the City and County of San Francisco pre-employment drug test; And

License and Certification:

Possession of a valid California Driver's License

Substitution:

SUPPLEMENTAL INFORMATION

Special Requirement:

Upon being hired, the apprentice, the Department of Human Resources and the Joint Apprenticeship Committee must sign an apprenticeship indenture. This is an agreement with the City and the apprentice, which is filed with the State of California Department of Industrial Relations Division of Apprenticeship Standards, that the City will train the apprentice in accordance with the apprenticeship standards and the collective bargaining agreement or MOU.

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Physical Skills require: considerable physical effort in the repair and upkeep of machinery and equipment; the ability to lift heavy objects; physical stamina to stand, stoop, bend and climb ladders and for confined space entry and tight crawl spaces.

Work environment may require: exposure to working conditions where minor abrasions, bruises and burns may be encountered; occasional disagreeable work inside close and dirty spaces.

PROMOTIVE LINES

ORIGINATION DATE: 11/6/2025

AMENDED DATE:

REASON FOR AMENDMENT:

BUSINESS UNIT(S): COMMN; SFMTA