



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

Date: August 19, 2025

Re: **Notice of Proposed Classification Actions – Final Notice No. 5 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 August 19, 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: 5
Fiscal Year: 2025/2026
Posted Date: 08/12/2025
Reposted Date: N/A

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

Item #	Job Code	Title	Bargaining Unit
1	9232	Mechanical Maintenance Supervisor	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](#).

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: Airport Central Plant Superintendent
Job Code: 9232

DEFINITION

Under general direction, supervises the overhaul, maintenance, and repair of a wide variety of mobile and stationary machinery, equipment, and mechanical facilities in buildings, structures, and adjacent areas at the San Francisco International Airport (SFO).

DISTINGUISHING FEATURES

The 9232 Airport Central Plant Superintendent is distinguished from the 7205 Chief Stationary Engineer in that the former is the highest-level supervisor overseeing the Stationary Engineer series at SFO and is responsible for the supervision, through subordinate supervisors, of stationary engineers engaged in a wide variety of skilled technical functions, whereas the latter is the second-level supervisor in the Stationary Engineer series responsible for less complex facilities and grounds, specific functional areas or projects, and the direct supervision of engineering crews.

SUPERVISION EXERCISED

Supervises subordinate staff.

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; develops and implements maintenance, repair, and overhaul methods and procedures.
2. Schedules 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 detailed records of mechanical equipment, including machinery history, model, serial numbers, local dealers' name and address, repair data and cost of maintenance and repairs; prepares and reviews operational, maintenance, and repair reports.
4. Inspects mechanical equipment to determine its operating condition; participates in major repair work as required, and gives 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; assists in the preparation of budget estimates for the mechanical maintenance section.

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

Title: Airport Central Plant Superintendent
Job Code: 9232

8. Serves as Central Plant leadership representative at meetings and in communication with other departmental personnel, the public, and outside organizations in connection with maintenance, repair and overhaul activities.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: stationary mechanical machinery operation, maintenance and repair;; applicable safety codes and regulations.

Ability or Skill to: organize and direct the work of subordinates; analyze and make recommendations relative to the betterment of plant operating and maintenance methods and procedures; deal effectively and courteously with airport stakeholders, such as 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:

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

Experience:

Four (4) years of experience maintaining steam operating, heating, ventilating, and air conditioning equipment, of which at least two (2) years were as a chief engineer on a ship or in a large industrial plant.

License and Certification:

1. Possession of a valid California driver's license.
2. Possession of a Universal Chlorofluorocarbon (CFC) Certificate issued by the Federal Environmental Protection Agency for working with heating and ventilating equipment or other refrigeration equipment using CFCs and HCFCs.

Substitution:

SUPPLEMENTAL INFORMATION

PROMOTIVE LINES

7205 Chief Stationary Engineer

ORIGATION DATE: 05/29/24

AMENDED DATE: 08/19/25

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

Title: Airport Central Plant Superintendent
Job Code: 9232

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

BUSINESS UNIT(S): COMMN