

**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: 09
Fiscal Year: 2020/2021
Posted Date: 12/23/2020
Reposted Date: N/A

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

Item #	Job Code	Title
1	7470	Watershed Keeper

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
Sue Hwang, 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, patrols and inspects ~~patrols~~ watershed properties and facilities in preventing trespassing and pollution of watersheds; fights 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

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 ~~patrols~~ watershed and reservoir areas; removes all debris and dead animals; issues warnings to ~~arrests~~ swimmers, hunters, fishermen, garbage dumpers and other trespassers; maintains landscaped areas.
2. Reads indicating meters and recording instruments and charts to determine water levels, water flow and temperature; keeps records of unusual conditions and work performed.
3. Patrols lakes and reservoirs by launch to inspect water conditions and takes samples; locates, reports and fights forest fires.
4. Operates various pipe lines, flumes, stream flow, spillways and sluice gates to regulate the flow of water from the reservoirs; measures and dumps fluoride into hoppers to keep continual flow into the pipe lines; inspects, adjusts and operates chlorine station equipment.
5. May take weather station readings, search for lost hikers, perform maintenance work and escort visitors.

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.

Ability or Skill to: read gauges and measuring devices; use simple hand tools; fight fires; perform rescue operations; make simple arithmetical computations; write simple reports,

CITY AND COUNTY OF SAN FRANCISCO
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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:

Requires completion of ~~h~~High school diploma or equivalent (GED or High School Proficiency Examination).

Experience:

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

License and Certification:

Requires: ~~p~~Possession of a valid California driver's state motor vehicle operator's license; ~~bond and deputization as a deputy sheriff.~~

Substitution:

None

SUPPLEMENTAL INFORMATION

None

PROMOTIVE LINES

To: No Normal Line of Promotion 7270 Watershed Keeper Supervisor

From: Reservoir Keeper

ORIGINATION DATE: 01/01/1900

AMENDED DATE: 12/xx/2020

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

BUSINESS UNIT(S): COMMN