



# Bureau of Construction Management

CCSF Construction Management Fall Mixer  
October 30, 2024





## BUREAU OF CONSTRUCTION MANAGEMENT

The San Francisco Public Works Bureau of Construction Management oversees and inspects construction contracts executed by private contractors on behalf of the City and County of San Francisco. Its mission is to serve the citizens of San Francisco by ensuring that public improvements are carried out safely, efficiently, and within established timelines.

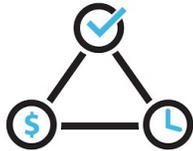
The bureau maintains consistent standards of care across all projects, whether they involve infrastructure development or the renovation and construction of public facilities. It enforces contract and permit requirements, interprets plans and specifications, coordinates construction activities, resolves field issues and assesses the quality of work performed.

Projects managed by the Bureau encompass a wide range of public works, including roadway and utility improvements, traffic signal systems, bridge retrofits, wastewater facility upgrades and the construction of essential facilities such as fire stations, police stations, hospitals, laboratories, schools, libraries, City administration buildings, recreation centers, parks and playgrounds.

Bureau engineers and inspectors ensure that all contractors comply with applicable codes and regulations while also conducting thorough quality checks on the work performed. As an agency that collaborates with various government departments, the bureau is dedicated to exceptional customer service, teamwork, and continuous improvement.

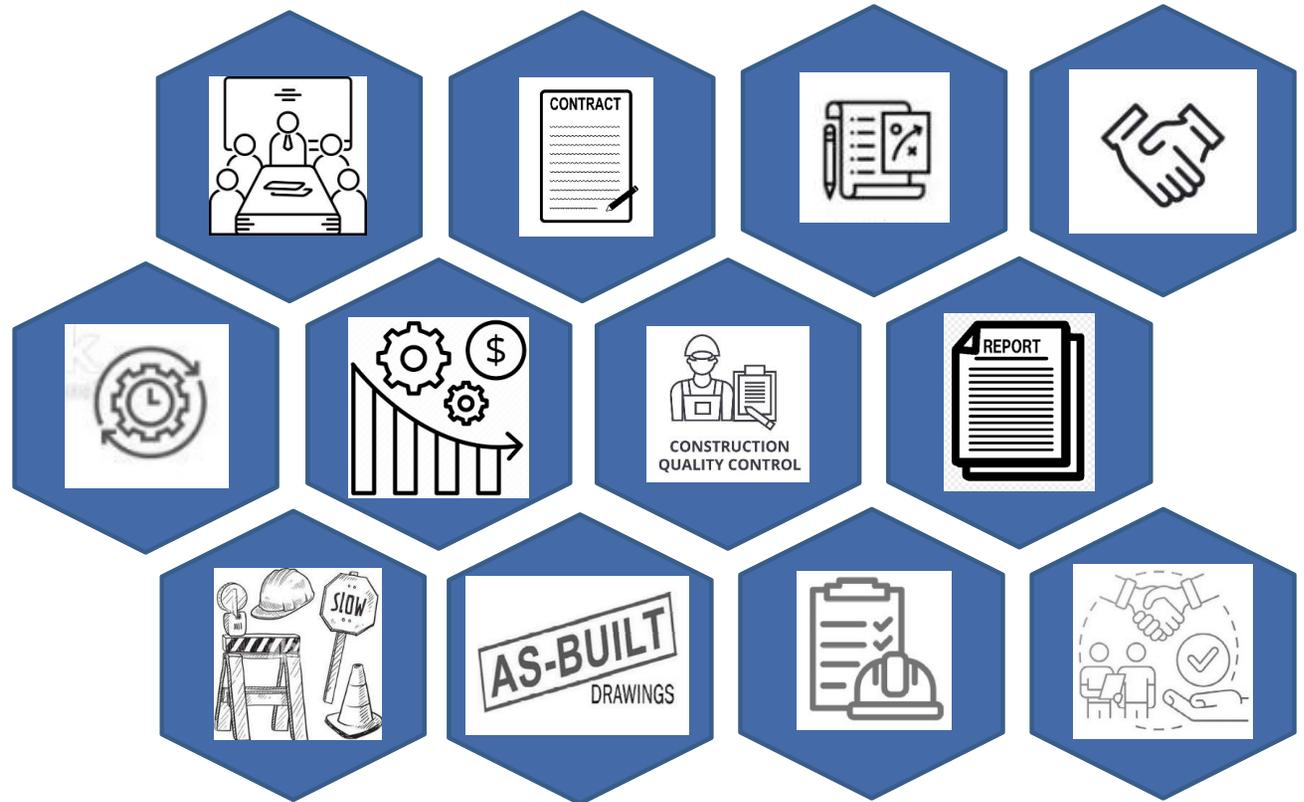
[www.sfpublicworks.org](http://www.sfpublicworks.org)

## What We Do:



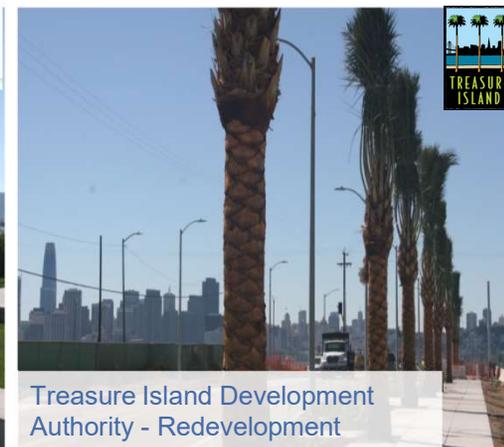
### Construction Phase Tasks:

- ✓ Pre-Construction Conference
- ✓ Contract Administration
- ✓ Construction Management Plan
- ✓ Partnering
- ✓ Time Management
- ✓ Cost Management
- ✓ Quality Management
- ✓ Reporting
- ✓ Safety
- ✓ Record Drawings
- ✓ Punchlist
- ✓ Closeout





# Bureau of Construction Management Infrastructure Projects



# Connection to the Bigger Picture

## Improvements to Capital Infrastructure



to quickly respond to a major earthquake or other disaster and recover from its aftermath

## Investment in Wastewater Facilities



to achieve public health benefits, improve the environment and enhance quality of life

## Resilience Plan



to ensure implementation of mitigation measures and mitigation monitoring plans to comply with standard air quality measures and deliver net-zero emissions

# Guide to Using SmartRecruiters to Apply for Jobs at the City and County of San Francisco



Developed by the Office of the City Administrator in  
partnership with San Francisco Public Works

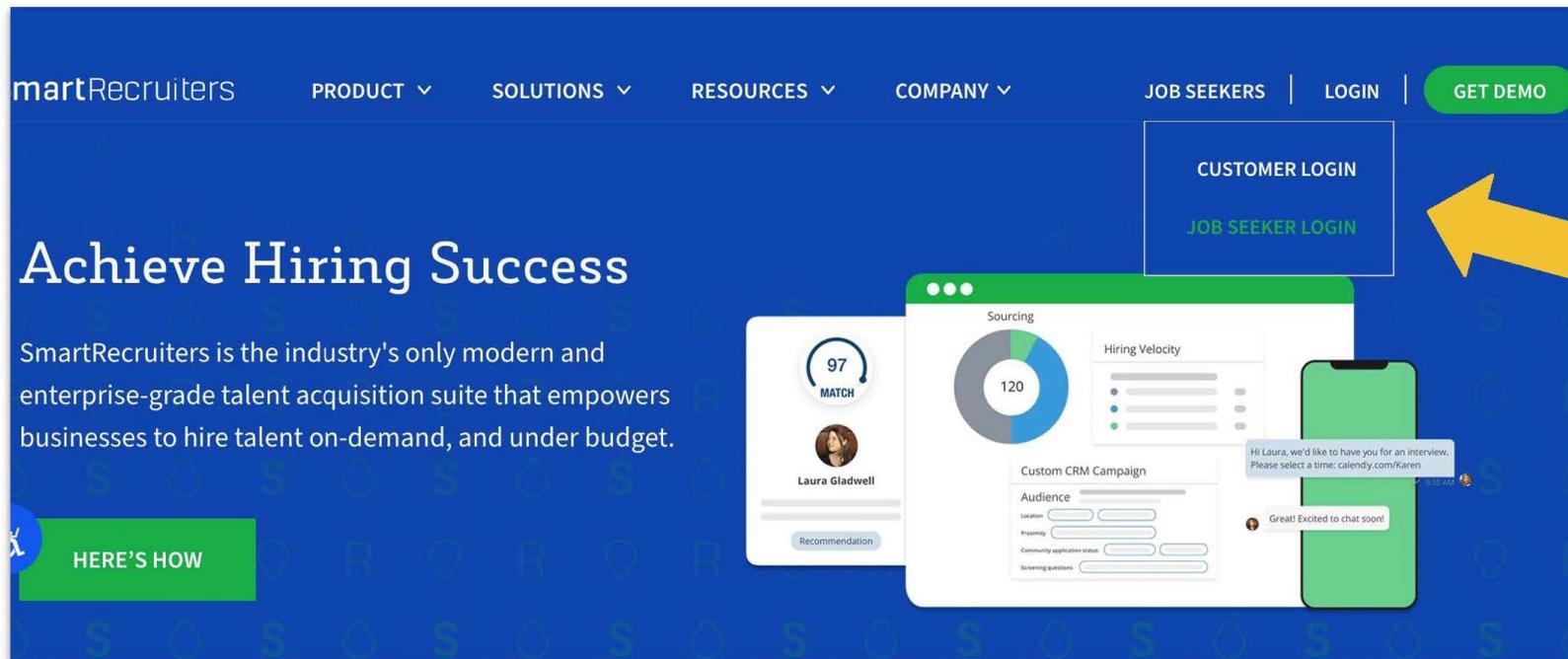
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The City and County of San Francisco posts job openings for all its Departments on the [SmartRecruiters](#) recruiting platform. The platform standardizes the application process for job seekers and facilitates the management and tracking of applications submitted.

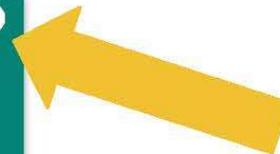
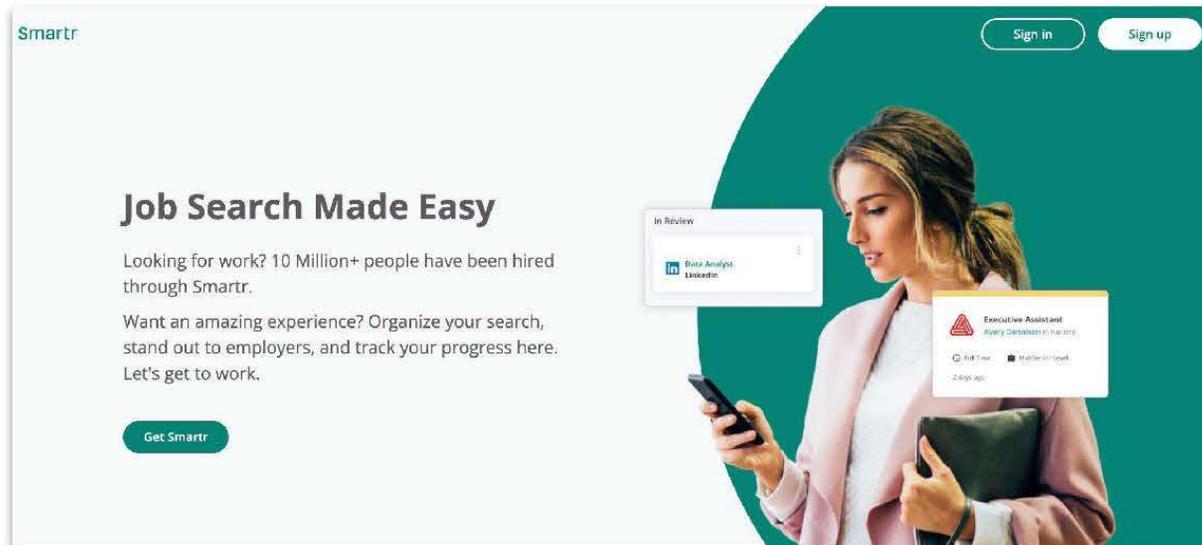
We encourage job seekers and current employees seeking promotion opportunities to use this document to support them through the application process.

There are three ways to access SmartRecruiters.

The first way is by going directly to [www.smartrecruiters.com](http://www.smartrecruiters.com) and clicking on “Job Seekers” in the navigation menu to create or access your account.

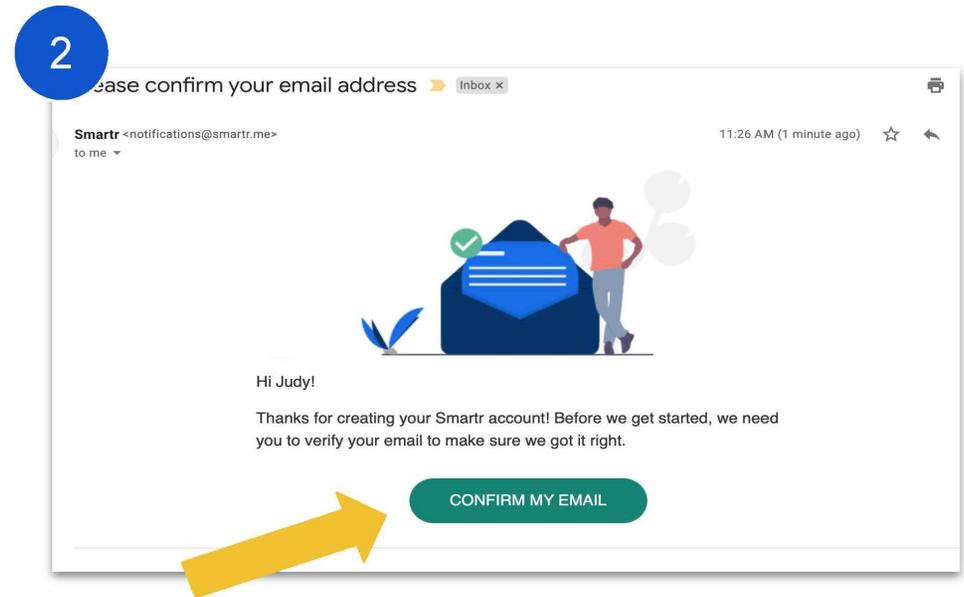
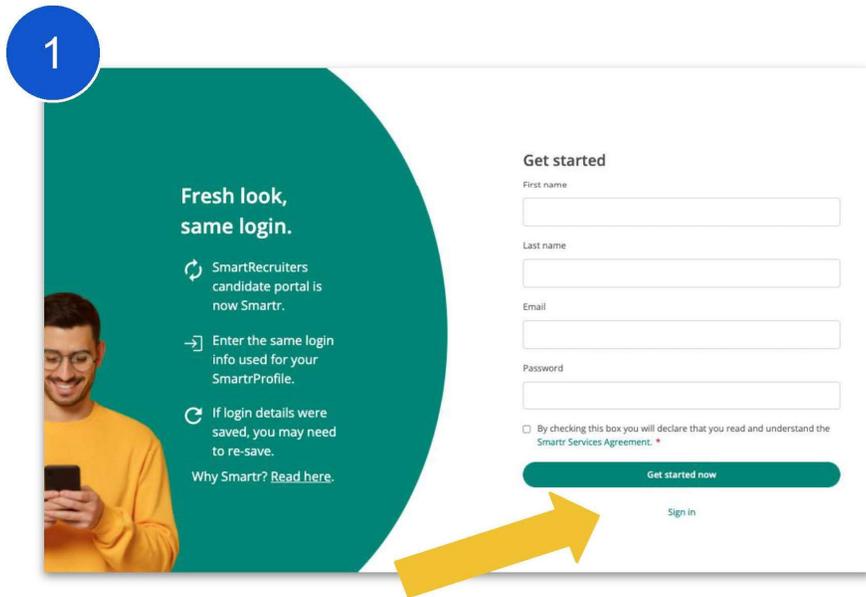


From there, you will be redirected to [Smarter](#), SmartRecruiters' job seeker application management platform.



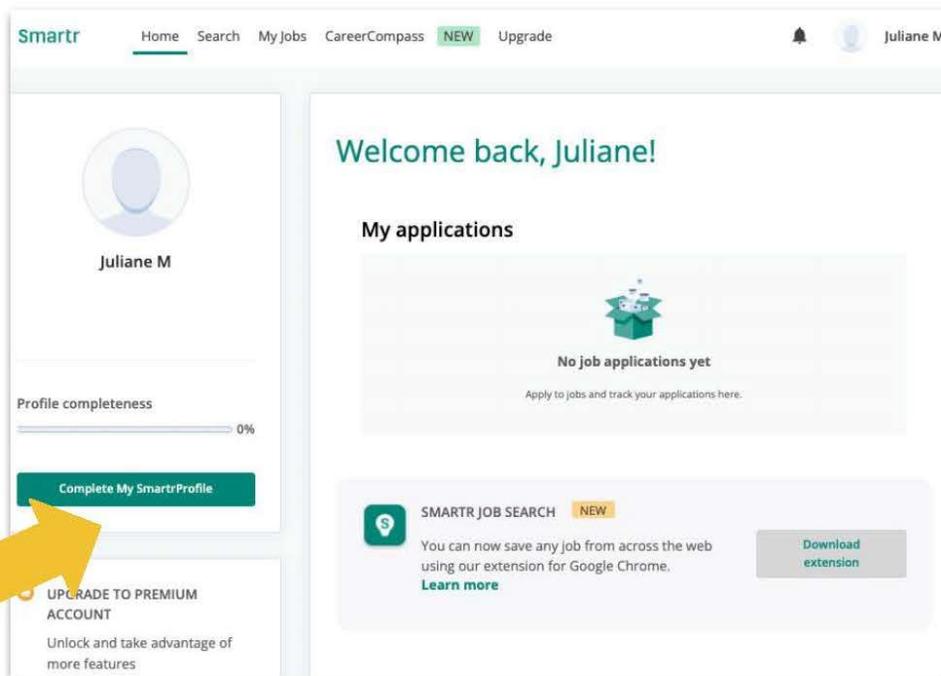
Press the "Sign up" button to start creating your account or "Sign in" if you already have one.

If you need to create an account, enter your information and press the “get started now button.” Make sure to go to your email to confirm your account.



If you already have an account, select the “Sign in” option. You will be redirected to the sign in page.

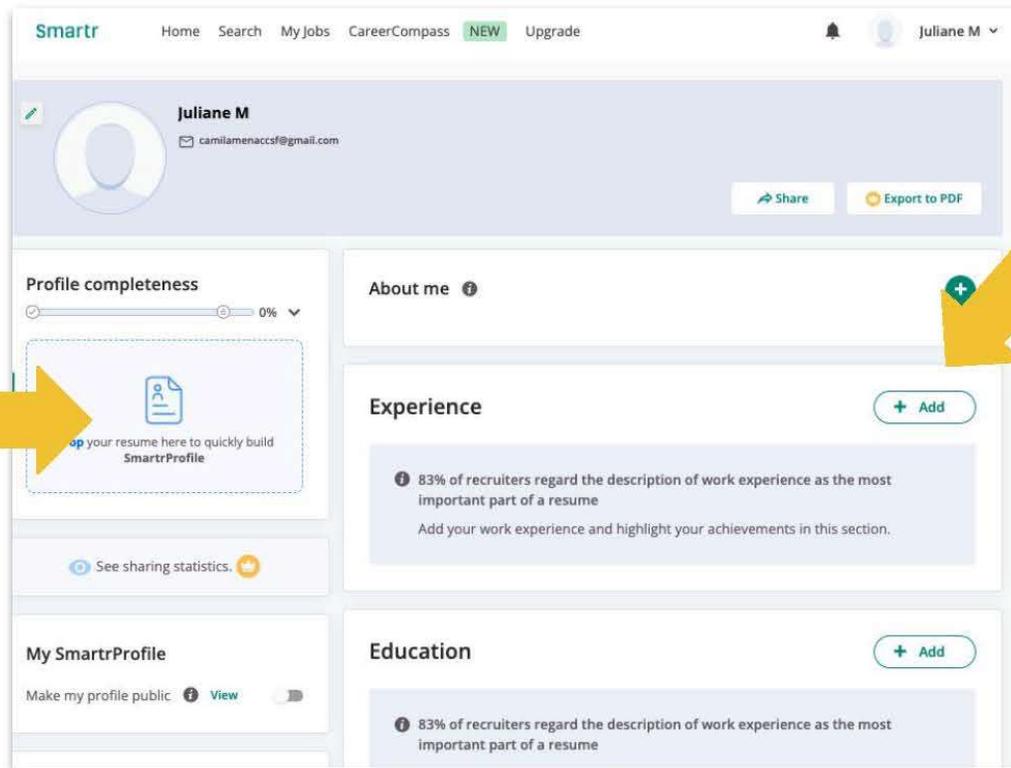
On the home page, select “Complete my SmartrProfile”. You will be taken to the profile editing page where you can enter your work experience and education history.



Your SmartrProfile allows you to save your information to use it in all your job applications.

It saves you a lot of time!

On the profile editing page, you can drop your resume to automatically import your information. Make sure to review the entries in case any information is misplaced.



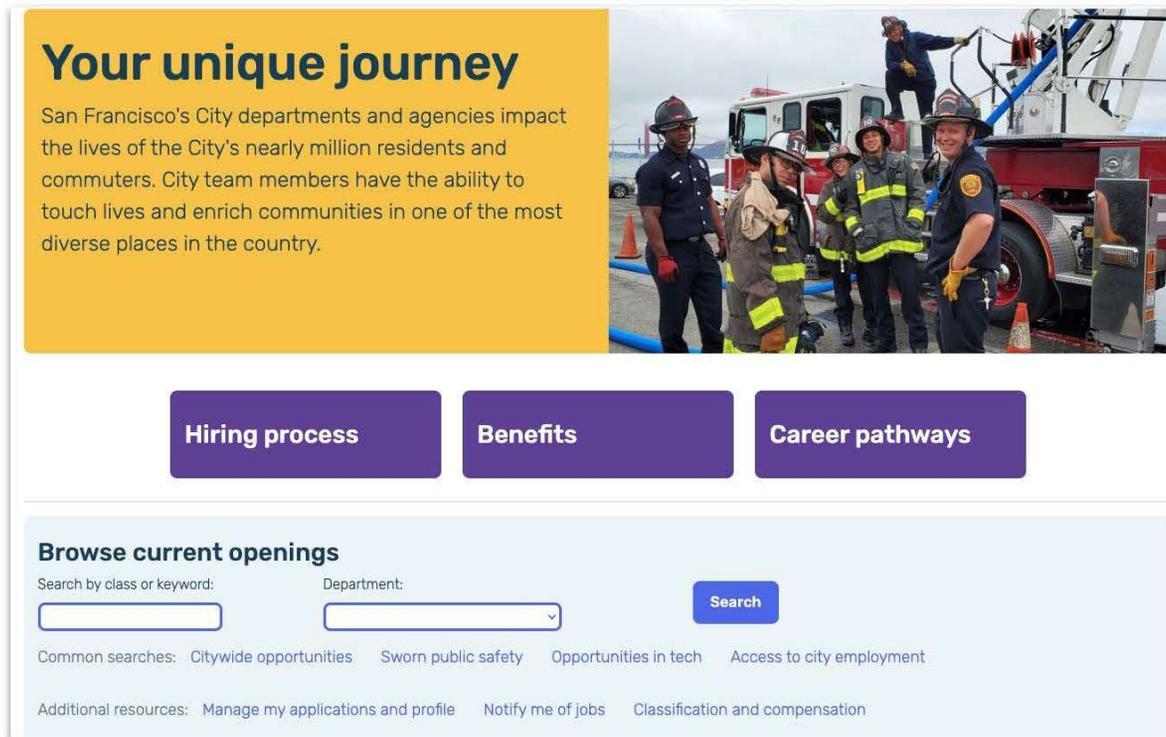
You can also manually add your information by pressing the “+ Add” button.

After completing your profile, go to the [City's career site at www.careers.sf.gov](http://www.careers.sf.gov) to search for jobs. You will be able to use your SmartrProfile to quickly complete your application!

Follow the next instructions to do so.

The second way to access SmartRecruiters is directly from the City's job postings

Visit the City and County of San Francisco careers site at [Careers.sf.gov](https://careers.sf.gov) to find a job you are interested in.



**Your unique journey**

San Francisco's City departments and agencies impact the lives of the City's nearly million residents and commuters. City team members have the ability to touch lives and enrich communities in one of the most diverse places in the country.

[Hiring process](#) [Benefits](#) [Career pathways](#)

**Browse current openings**

Search by class or keyword:  Department:

[Search](#)

Common searches: [Citywide opportunities](#) [Sworn public safety](#) [Opportunities in tech](#) [Access to city employment](#)

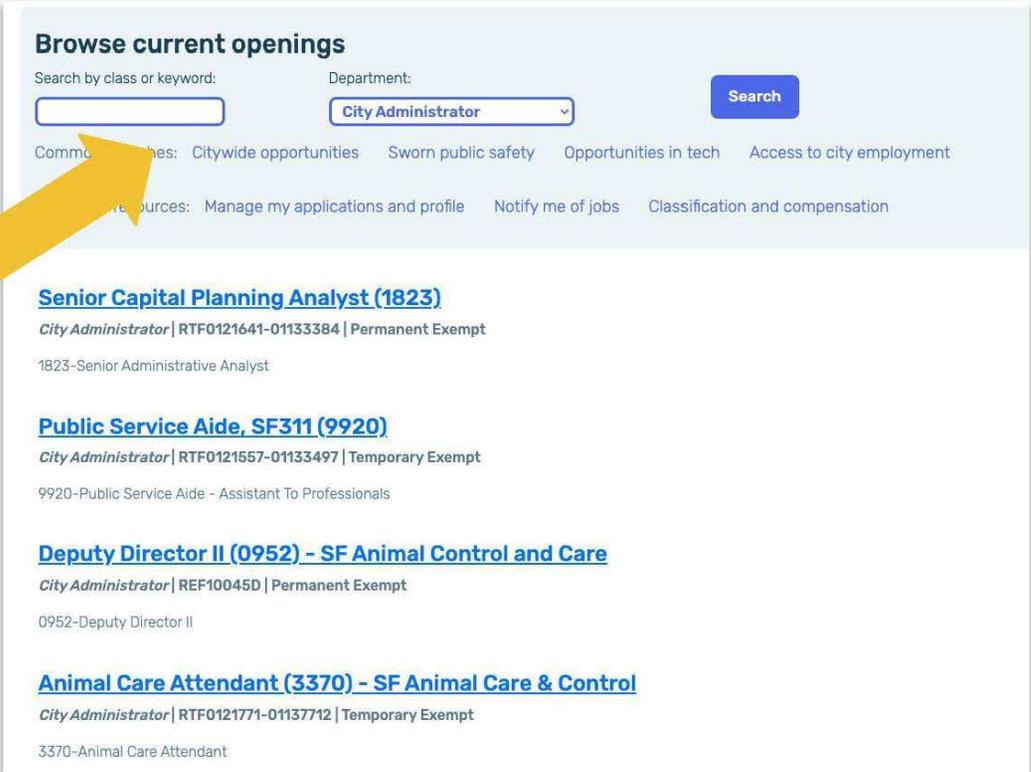
Additional resources: [Manage my applications and profile](#) [Notify me of jobs](#) [Classification and compensation](#)

## Scroll down the careers page to find a job you are interested in

Use the search box to type keywords related to the job . For example, “construction,” “animal shelter,” “manager,” or “analyst.”

You can also filter the jobs list by City Department.

Once you find a job you are interested in, click on it to view the job description and other important details about the role.



**Browse current openings**

Search by class or keyword:  Department: **City Administrator** [Search](#)

Common filters: Citywide opportunities Sworn public safety Opportunities in tech Access to city employment

Resources: Manage my applications and profile Notify me of jobs Classification and compensation

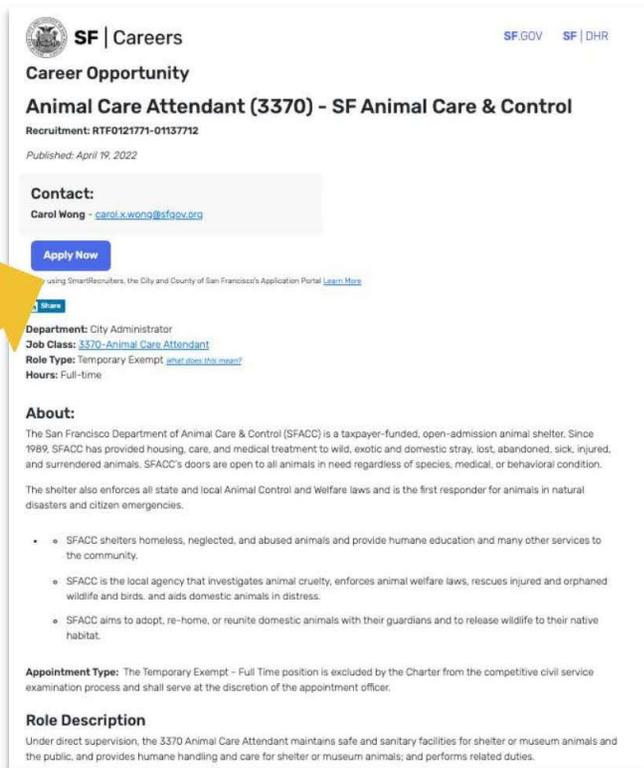
[Senior Capital Planning Analyst \(1823\)](#)  
*City Administrator* | RTF0121641-01133384 | Permanent Exempt  
1823-Senior Administrative Analyst

[Public Service Aide, SF311 \(9920\)](#)  
*City Administrator* | RTF0121557-01133497 | Temporary Exempt  
9920-Public Service Aide - Assistant To Professionals

[Deputy Director II \(0952\) - SF Animal Control and Care](#)  
*City Administrator* | REF10045D | Permanent Exempt  
0952-Deputy Director II

[Animal Care Attendant \(3370\) - SF Animal Care & Control](#)  
*City Administrator* | RTF0121771-01137712 | Temporary Exempt  
3370-Animal Care Attendant

Read the job's description closely. Press on the "Apply Now" button when you are ready to start your application.



**SF | Careers** SF GOV SF | DHR

**Career Opportunity**

**Animal Care Attendant (3370) - SF Animal Care & Control**

Recruitment: RTF0121771-01137712

Published: April 19, 2022

**Contact:**  
Carol Wong - [carol.wong@sfgov.org](mailto:carol.wong@sfgov.org)

**Apply Now**

using SmartRecruiters, the City and County of San Francisco's Application Portal [Learn More](#)

**Share**

**Department:** City Administrator  
**Job Class:** [3370-Animal Care Attendant](#)  
**Role Type:** Temporary Exempt [what does this mean?](#)  
**Hours:** Full-time

**About:**  
The San Francisco Department of Animal Care & Control (SFACC) is a taxpayer-funded, open-admission animal shelter. Since 1989, SFACC has provided housing, care, and medical treatment to wild, exotic and domestic stray, lost, abandoned, sick, injured, and surrendered animals. SFACC's doors are open to all animals in need regardless of species, medical, or behavioral condition. The shelter also enforces all state and local Animal Control and Welfare laws and is the first responder for animals in natural disasters and citizen emergencies.

- SFACC shelters homeless, neglected, and abused animals and provide humane education and many other services to the community.
- SFACC is the local agency that investigates animal cruelty, enforces animal welfare laws, rescues injured and orphaned wildlife and birds, and aids domestic animals in distress.
- SFACC aims to adopt, re-home, or reunite domestic animals with their guardians and to release wildlife to their native habitat.

**Appointment Type:** The Temporary Exempt - Full Time position is excluded by the Charter from the competitive civil service examination process and shall serve at the discretion of the appointment officer.

**Role Description**  
Under direct supervision, the 3370 Animal Care Attendant maintains safe and sanitary facilities for shelter or museum animals and the public, and provides humane handling and care for shelter or museum animals; and performs related duties.

Pay attention to the job's:

- Work hours and location
- Compensation
- Exam type, if required
- Role type - Learn more about role types on the [City's careers site](#).
- Role description
- Minimum qualifications required
- Other application requirements established by the hiring department

# There are three ways to automatically upload your work history to complete your application

The screenshot shows a job application form for 'Animal Care Attendant (3370) - SF Animal Care & Control' at '1419 Bryant Street, San Francisco, CA'. The form is titled 'Easy Apply' and includes a note: 'Choose an option to autocomplete your application. You can still fill your profile manually.' There are three main sections: 1. A resume upload area with a dashed border and the text 'Browse resume or just drop it here (Optional)'. 2. A 'Personal information' section with fields for 'First name \*', 'Last name \*', 'Email \*', 'Confirm your email \*', 'Place of residence \*', and 'Phone number \*'. 3. An 'Experience' section with a '+ Add' button. Two buttons are visible: 'Apply with SmartrProfile' (green) and 'Apply with Indeed' (blue).

1. Apply with SmartrProfile

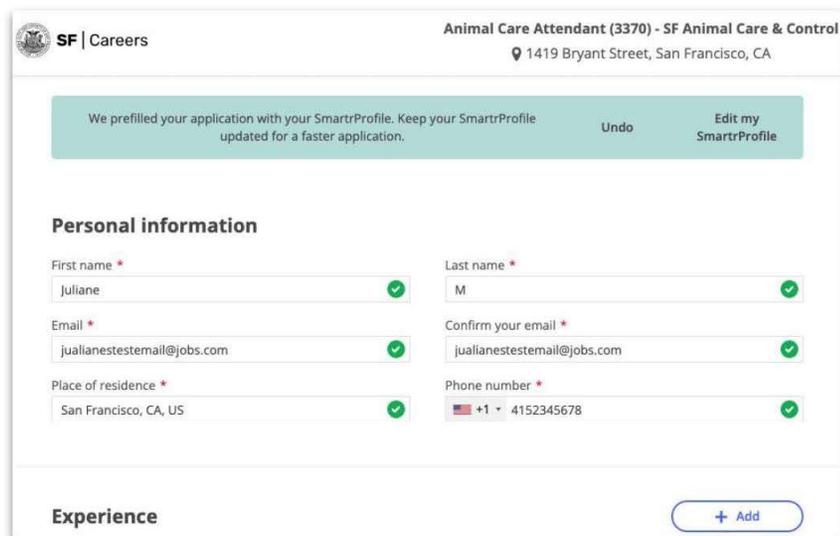
2. Drop in your resume

3. Apply with your Indeed.com account

You can also add your work history manually on the same page.

## Select “Apply with SmarterProfile”

If you already created your SmarterProfile and are logged in, your information will be imported into the application. You manually can edit your information.



SF | Careers      Animal Care Attendant (3370) - SF Animal Care & Control  
1419 Bryant Street, San Francisco, CA

We prefilled your application with your SmarterProfile. Keep your SmarterProfile updated for a faster application.      Undo      Edit my SmarterProfile

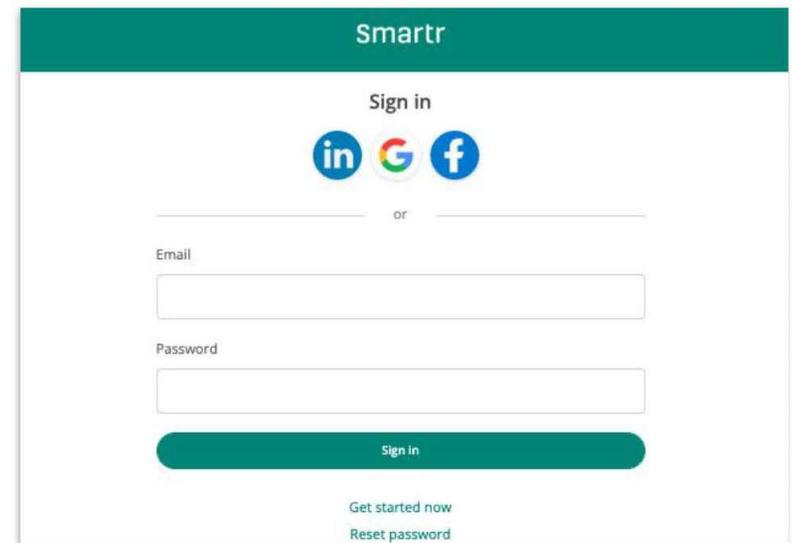
### Personal information

First name *	Juliane ✓	Last name *	M ✓
Email *	jualianestestemail@jobs.com ✓	Confirm your email *	jualianestestemail@jobs.com ✓
Place of residence *	San Francisco, CA, US ✓	Phone number *	+1 4152345678 ✓

Experience + Add

or

If you are not logged in or have not created your SmarterProfile, you will see the options below. Sign in or press the “get started now” option to create your profile.



Smarter

Sign in

in G+ f

or

Email

Password

Sign In

Get started now  
Reset password

**Before submitting your application, make sure all the information required is included and accurate.**

**You can edit your application after submission if you used your SmartProfile to complete it.**

If you selected Asian from the list above, please indicate whether your ethnicity is Filipino (Persons having origins in any of the original peoples of the Philippine Islands)

**Next Steps**

You will be redirected to your SmartProfile. We encourage you to create your SmartProfile so you can track your job application status, communicate with the hiring team, and control your data privacy settings.

Please check your email for a message that will provide information about the next steps in our application process.

Thank you for applying to The City & County of San Francisco!

Please be informed that your application to this job offer will trigger some processing of your personal data by the recruiting company, the data controller. SmartRecruiters, the data processor, has no control over such personal data processing. For more information on these personal data processing, please refer to the recruiting company's privacy policy. \*

[Back](#) [Submit](#)



**Some jobs may require you to complete a preliminary questionnaire about how you meet the position’s minimum qualifications. Make sure to thoroughly answer each of the questions.**

**ADDITIONAL INFORMATION**



You've completed the first step successfully! Please provide additional information below to submit your job application.

**Preliminary questions**

**Thank you for your application!**

If you've never applied for a position at the City before, click [here](#) for an overview of the timeline and what to expect while you are in the recruitment process

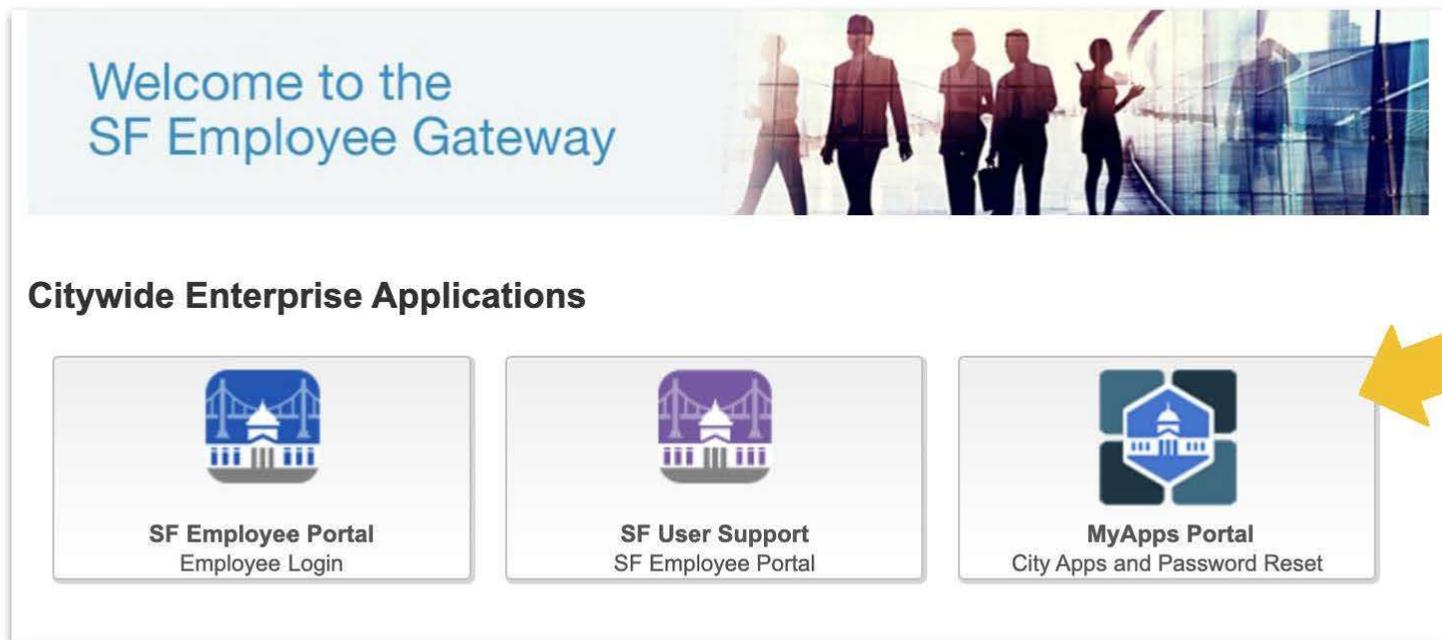
**Help Us Get To Know You Better**

To help us understand more about the information you have provided, we would like to ask a few additional questions about your education and experience.

*Tip: One year full-time employment is equivalent to 2,000 hours (2,000 hours of qualifying work experience is based on a 40-hour work week). Any overtime hours that you work above 40 hours per week are not included in the calculation to determine full-time employment.*

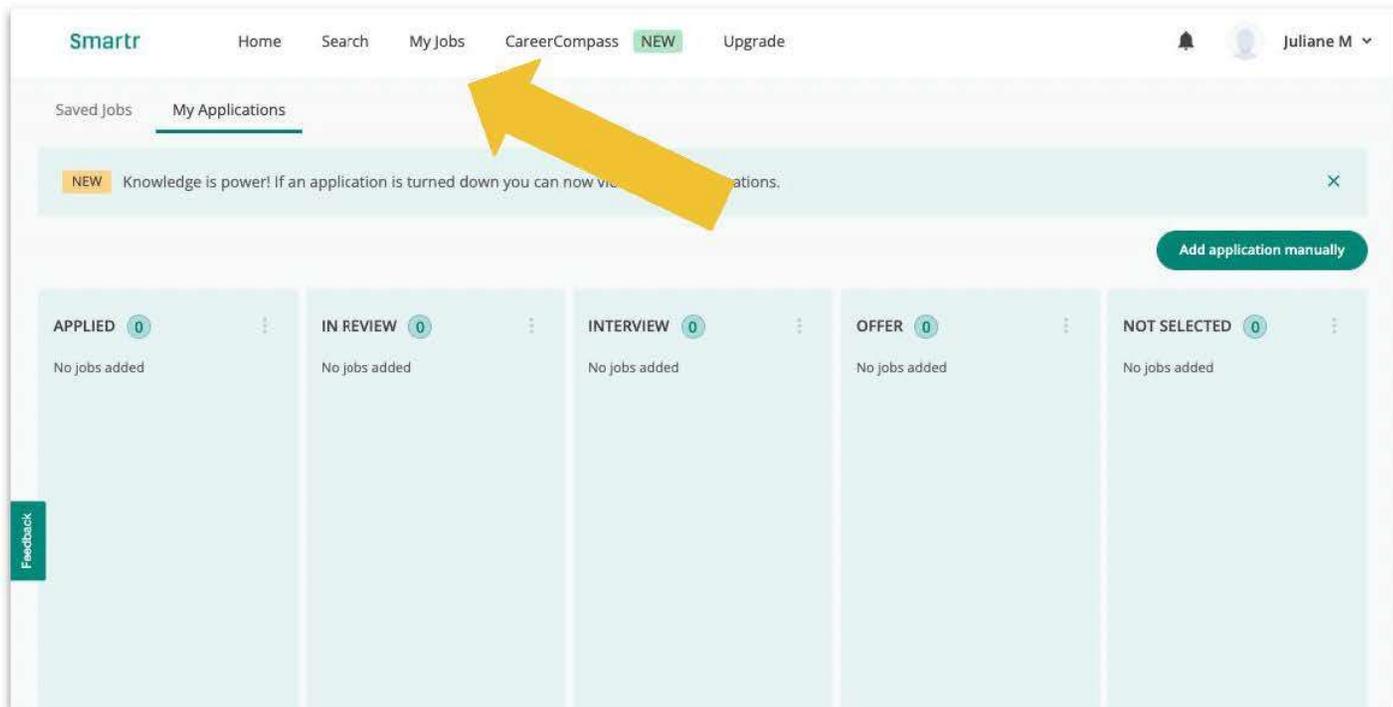
How many years of verifiable experience do you have for the minimum qualifications in this job announcement? \*

The third way to access SmartRecruiters is through [SF Employee Gateway](#) by visiting the [MyApps Portal](#) page. This option is only available to current City employees.



We encourage City employees to create a [SmartrProfile](#) to apply to promotion opportunities.

All job seekers using their SmarterProfile to apply for jobs can track their applications.



From your account, click on “My Jobs” to view your applications.

## Links to City resources for job seekers

[How to Apply for a Position](#)



[Understanding the Hiring Process](#)



[Career Pathway Programs](#)



[Benefits Overview](#)



[Conviction History FAQs](#)



[City Career Opportunities](#)



[SmartRecruiters](#)



[Office of the City Administrator](#)



[ADM Careers](#)

[Department of Public Works](#)



[DPW Careers](#)

[Department of Technology](#)



[DT Careers](#)

Click on the resource you'd like to access or scan the QR code with your phone.

# Job Descriptions

**Job Code: 6317 Assistant Construction Inspector**

**Job Code: 6318 Construction Inspector**

**Job Code: 5201 Junior Engineer**

<https://careers.sf.gov/>



## **Assistant Construction Inspector - San Francisco Public Works (6317 PEX)**

*(Example of a Recent Job Posting)*

**Department:** Public Works

**Job class:** [6317-Assistant Construction Inspector](#)

**Salary range:** \$96,408.00 - \$117,156.00

**Role type:** Permanent Exempt [What does this mean?](#)

**Hours:** Full-time

**Specific information regarding this recruitment process is listed below.**

**Application Opening:** mm/dd/yyyy

**Application Deadline:** Applicants are encouraged to apply immediately as this recruitment may close at any time, but no earlier than mm/dd/yyyy

**Salary Range:** [\\$96,408 to \\$117,156 annually](#)

**Recruitment ID:** xxxxxxxx

**Appointment Type:** Permanent-Exempt (PEX), Category 18. This position is excluded by the Charter from the competitive Civil Service examination process and shall serve at the discretion of the Appointing Officer and shall not exceed 36 months.

[San Francisco Public Works](#) (Public Works) has a far-reaching portfolio with a \$453 million annual operating budget, an active capital portfolio that exceeds \$3 billion and a workforce of 1,700-plus employees. The department operates around the clock, touching every neighborhood in San Francisco. The staff designs and manages the construction of civic buildings and streets; cleans and greens the right of way; maintains civic buildings; manages multi-million-dollar bond programs; trains people for jobs; keeps the right of way free of hazards; paves the roads; repairs bridges and public stairways; expands accessibility; and works at the forefront addressing some of San Francisco's biggest challenges. With a mission to enhance the quality of life in San Francisco for residents, visitors and business owners, Public Works is committed to providing outstanding public service through an equity lens.

Please visit the "About Us" section of our website at <https://www.sfpbublicworks.org/about> to learn more about the department's core values, Racial Equity Initiative, leadership team, history, budget and more.

## **Assistant Construction Inspector - San Francisco Public Works (6317 PEX)**

*(Example of a Recent Job Posting - continued)*

**The Bureau of Construction Management** provides services to inspect and manage construction contracts performed by private contractors hired by the City and County of San Francisco for civic projects. The bureau serves the people of San Francisco by ensuring that public improvements will be performed safely, efficiently and in a timely manner. Projects include capital roadway improvements, redevelopment, and infrastructure upgrades, such as bridges, traffic signalizations, and street light installations; street repaving and reconstruction; sewer and water main replacements; and sidewalk improvements. The Bureau of Construction Management is committed to customer service, teamwork and continuous improvement through innovation and best practices.

Public Works currently has a vacancy for an Assistant Construction Inspector within the Construction Management Division.

### **Role description**

Under general supervision, as an Assistant Construction Inspector you will perform construction inspection in conjunction with Public Works construction projects to ensure compliance with contract plans, specifications, applicable codes, and safety regulations.

#### **Important and Essential Duties:**

Your duties as an Assistant Construction Inspector may include, but are not limited to the following:

- Perform construction inspections.
- Engineering construction inspection includes but is not limited to the following activities: earthwork and paving, roadway renovation and improvement, water supply and sewer collection pipeline, Portland cement concrete, protective coating, pile driving, and ADA retrofits.
- Ensure that quality assurance/quality control program for each project is developed and enforced.
- Prepare and maintain project documentation and controls including electronic and written daily reports, force account reports, materials testing and other construction records for construction projects.
- Participate in and/or conduct planning, pre-construction, coordination, progress, scheduling, and field staff meetings.
- Reviewing plans, specifications, submittals, shop drawings, change orders, constructability reviews and contract closeout records.
- Resolving disputes and problems; responding to complaints from the public that require resolution at the senior level.
- Verify and prepare quality assurance reports and quantity and progress estimates for progress payments and change order work.
- Report safety and traffic hazards, defective work, and debris to the contractor(s) for correction and ensuring that the contractor corrects deficiencies.
- Initiate, prepare, estimate, and review change orders.
- May be required to drive a city vehicle to perform work at job sites.

## **Assistant Construction Inspector - San Francisco Public Works (6317 PEX)**

*(Example of a Recent Job Posting - continued)*

### **Working Conditions:**

May be required to work under extreme weather conditions such as heat or cold, climb ladders, walk on uneven surfaces and/or stand for a long duration.

Applicants must possess a valid California driver's license with no restrictions that would prohibit them from legally performing the essential functions and duties of the role.

### **How to qualify**

#### **Minimum Qualifications:**

1. Two (2) years of verifiable full-time experience in construction inspection work ensuring that plans and specifications are complied with, and the workmanship and material used meet specifications;  
OR
2. A baccalaureate degree from an engineering or architecture program that is accredited by the Accreditation Board for Engineering and Technology (ABET);  
OR
3. Two (2) years of verifiable full-time experience in construction, at the Superintendent/General Foreman level, supervising construction crews of more than six employees. Journey-level construction experience and/or drafting experience will not be accepted as qualifying.

#### **Substitution:**

1. Two (2) years of verifiable full-time experience equivalent to the City and County of San Francisco class 5310 Survey Assistant I, 5346 Mechanical Engineering Associate I, 5354 Electrical Engineering Associate I, 5364 Civil Engineering Associate I, 5305 Materials Testing Technician and 6230 Street Inspector may substitute for up to one (1) year of the required experience under #1 of the Experience and Training Guidelines for the Assistant Construction Inspector.
2. Possession of an associate degree in construction or engineering from an accredited college or university may substitute for up to one (1) year of the required experience under Minimum Qualification #1.

#### **License and Certification:**

Possession of a valid California Driver's License.

#### **Desired Qualifications:**

- Possession of a current HAZWOPER Certificate.
- Possession of Construction Management In Training (CMIT) Certification – Level 1

## **Assistant Construction Inspector - San Francisco Public Works (6317 PEX)**

*(Example of a Recent Job Posting - continued)*

### **Verification:**

Applicants may be required to submit verification of qualifying education and experience at any point during the recruitment and selection process. More information can be found at: <https://sfdhr.org/information-about-hiring-process#verification>

All work experience, education, training and other information substantiating how you meet the minimum qualifications must be included on your application by the filing deadline. Information submitted after the filing deadline will not be considered in determining whether you meet the minimum qualifications.

Resumes will not be accepted in lieu of a completed City and County of San Francisco application.

**Note:** Falsifying one's education, training, or work experience or attempted deception on the application may result in disqualification for this and future job opportunities with the City and County of San Francisco.

### **Selection Procedures:**

After application submission, candidates deemed qualified must complete all subsequent steps to advance in this selection process, which includes the following:

The selection process will include an evaluation of applications in relation to minimum requirements. Depending on the number of applicants, the department may establish and implement additional screening mechanisms to comparatively evaluate the qualifications of candidates. If this becomes necessary, only those applicants whose qualifications most closely meet the needs of the department will move forward in the recruitment process.

### **Minimum Qualification Supplemental Questionnaire (MQSQ):**

Candidates may be required to complete an MQSQ as part of the employment application. This MQSQ is designed to obtain specific information regarding an applicant's experience in relation to the Minimum Qualifications (MQ) for this position. The MQSQ will be used to evaluate if the applicant possesses the required minimum qualifications.

Applicants who meet the minimum qualifications are not guaranteed advancement through all of the steps in the selection procedure.

## [Assistant Construction Inspector - San Francisco Public Works \(6317 PEX\)](#)

*(Example of a Recent Job Posting - continued)*

### What else should I know?

#### Additional Information Regarding Employment with the City and County of San Francisco:

- [Information About The Hiring Process](#)
- [Conviction History](#)
- [Employee Benefits Overview](#)
- [Equal Employment Opportunity](#)
- [Disaster Service Worker](#)
- [ADA Accommodation](#)
- [Right to Work](#)
- [Copies of Application Documents](#)
- [Diversity Statement](#)

**Statement on Diversity, Equity, and Inclusion:** At the City and County of San Francisco, we share a commitment to a diverse, inclusive and equitable community. Each member of our organization is responsible and accountable for what they say and do to make San Francisco an inclusive and equitable place to live and work by employing fair and just practices to and for all.

Applicants will receive a confirmation email that their online application has been received in response to every announcement for which they file. Applicants should retain this confirmation email for their records. **Failure to receive this email means that the online application was not submitted or received.**

If you have any questions regarding this recruitment or application process, please contact the analyst, xxxxx, at xxxxxx.xxxxxx@sfdpw.org.

The City and County of San Francisco encourages women, minorities and persons with disabilities to apply. Applicants will be considered regardless of their sex, race, age, religion, color, national origin, ancestry, physical disability, mental disability, medical condition (associated with cancer, a history of cancer, or genetic characteristics), HIV/AIDS status, genetic information, marital status, sexual orientation, gender, gender identity, gender expression, military and veteran status, or other protected category under the law.

The City and County of San Francisco encourages women, minorities and persons with disabilities to apply. Applicants will be considered regardless of their sex, race, age, religion, color, national origin, ancestry, physical disability, mental disability, medical condition (associated with cancer, a history of cancer, or genetic characteristics), HIV/AIDS status, genetic information, marital status, sexual orientation, gender, gender identity, gender expression, military and veteran status, or other protected category under the law.

## Construction Inspector - San Francisco Public Works (6318 PCS)

*(Example of a Recent Job Posting)*

**Department:** Citywide

**Job class:** [6318-Construction Inspector](#)

**Salary range:** \$117,156.00 - \$142,428.00

**Role type:** Permanent Civil Service [What does this mean?](#)

**Hours:** Full-time

**Exam type:** Class Based Test

**Rule:** Rule of 10 [What does this mean?](#)

**List type:** Combined Promotive and Entrance

About:

- **Application Opening Date:** mm/dd/yyyy
- **Application Filing Deadline:** mm/dd/yyyy at 11:59 PM (PST)
- **Annual Salary:** [\\$117,156-\\$142,428](#) (Effective July 1, 2024)
- **Recruitment ID:** xxxxxxxx

### **THIS IS A CITYWIDE EXAM**

San Francisco is a vibrant and dynamic city, on the forefront of economic growth & innovation, urban development, arts & entertainment, as well as social issues & change. This rich tapestry of culture and ideas is sustained by our City's commitment to heighten the quality of life for the diverse population of San Franciscans and residents of the greater Bay Area. Our employees play an important role not only in making our City what it is today, but also in shaping the future of San Francisco.

Note: This is a Citywide recruitment and its resulting eligible list score report may be used to fill positions in various SFPUC divisions and other city departments.

## **Construction Inspector - San Francisco Public Works (6318 PCS)**

*(Example of a Recent Job Posting - continued)*

### **Role description**

Under general supervision, the 6318 Construction Inspector performs construction inspection in conjunction with public works construction projects to ensure compliance with contract plans, specifications, applicable codes and safety regulations. Engineering construction inspection includes but is not limited to the following activities: earthwork and paving, roadway renovation and improvement, water supply and sewer collection pipeline, Portland Cement concrete, protective coating, pile driving, drilled pier, tunneling/jacking, trackwork, track improvements, power distribution and transmission systems, electrical overhead contact systems, signal, control and data acquisition systems, radio and telecommunications systems, including fiber optic networks, power substations, vehicle modifications and retrofits, bridges, ADA retrofits and facilities, building renovation and improvements, operating equipment, heating, ventilation and air conditioning systems, electrical and mechanical work, and landscaping and irrigation work.

The essential functions of this classification include, but are not limited to, the following:

1. Monitors and inspects the work of contractors for compliance with plans, specifications and schedules.
2. Prepares project documentation including daily reports, force accounts, materials testing, and other construction records.
3. Participates in and/or conducts planning, preconstruction, coordination, progress, scheduling and field staff meetings.
4. Reviews plans, specifications, submittals, shop drawings, change orders, constructability reviews and contract closeout records.
5. Assists in detecting and resolving disputes and/or problems and responds to complaints from the public.
6. Ensures that all required tests, operations, measurements, and inspections are scheduled, ordered, satisfactorily completed and documented for quality assurance/quality control compliance.
7. Verifies and prepares quantity and progress estimates for progress payments.
8. Maintains records on unit price quantities, labor, equipment and progress for change order work.
9. Reviews and approves change orders for implementation.
10. Makes field measurements and maintains as-built drawings records.
11. Conducts and/or witnesses testing of contract material, equipment, and installations.
12. Reports safety and traffic hazards, defective work and debris to the contractor for correction.
13. May monitor the excavation, loading and off-haul of hazardous materials from construction sites and ensure compliance with local, state and federal laws pertaining to hazmat.
14. Drives a vehicle to inspection sites.
15. Performs other related duties and responsibilities as assigned.

## **Construction Inspector - San Francisco Public Works (6318 PCS)**

*(Example of a Recent Job Posting - continued)*

### **Notes:**

- Positions will require the ability to maintain a valid California driver license (must be presented at the time of appointment) and meet insurability standards of individual department's automobile liability insurance requirements. Insurability must be maintained throughout employment. Depending on the availability of City vehicles, willingness to use their own vehicle will be necessary.
- May be required to work under extreme weather conditions such as heat or cold, climb ladders, walk on uneven surfaces and/or stand for a long duration.
- Positions at the Department of Public Works (DPW) and Public Utilities Commission (PUC) may be required to perform occasional duties or be permanently assigned construction projects in Alameda County, in Tuolumne County, or in San Mateo County.
- Positions at the Port of San Francisco (PRT), San Francisco Airport (SFO) and PUC may involve making inspections around and under piers while operating an outboard motor, including lifting and moving an outboard motor. Positions may require knowledge of storm water pollution and prevention and may require current certification in one or more of the following: lead abatement construction, 40-hour HAZWOPER, ICC-special inspection and/or AWS welding inspection.
- Positions at the PUC, Municipal Transportation Agency (MTA) and DPW are required to complete Roadway Worker Protection (RWP) training.
- Positions at SFO Construction Management, DPW Bureau of Construction Management, MTA Muni Construction, PRT, PUC Water City Distribution Division, and PUC Construction Management Bureau may require one or more of the following: OSHA 10, AHERA, 40-hour HAZWOPER, ICC-special inspection, AWS welding inspection, NASTT – CIPL Inspection Certificate, VCP Inspection Certificate, CQM Certificate, and/or one (1) year of underground street utilities construction experience.

## **Construction Inspector - San Francisco Public Works (6318 PCS)**

*(Example of a Recent Job Posting - continued)*

### **How to qualify**

#### **Minimum Qualifications:**

1. Two (2) years of verifiable full-time experience in City and County of San Francisco class 6317 Assistant Construction Inspector; OR
2. Four (4) years of verifiable full-time experience in construction inspection work ensuring that plans and specifications are complied with, and the workmanship and material used meet specifications.

**AND:** Possession of a valid California Driver's License

#### **Substitution:**

1. A baccalaureate degree in Engineering or Architecture from an accredited college or university and/or experience as an Engineer on a level equal to City and County of San Francisco class 5203 Assistant Engineer or as an Architect on a level equal to City and County of San Francisco class 5265 Architectural Associate I or higher may substitute for up to two years of the required experience under Minimum Qualification #2.
2. Two (2) years of verifiable full-time experience as a surveyor may substitute for up to one (1) year of the required experience under Minimum Qualification #2.
3. Experience in construction, at the Superintendent/General Foreman level, supervising construction crews of more than six may substitute for up to two (2) years of the required experience on a year for year basis. Journey level construction experience and/or drafting experience will not be accepted as qualifying under Minimum Qualification #2.
4. Possession of an associate degree in construction or engineering from an accredited college or university may substitute for up to one (1) year of the required experience under Minimum Qualification #2.

*One-year full-time employment is equivalent to 2,000 hours (2,000 hours of qualifying work experience is based on a 40-hour work week). Any overtime hours that you work above 40 hours per week are not included in the calculation to determine full-time employment.*

***Applicants must meet the minimum qualification requirement by the final filing date unless otherwise noted.***

## **Construction Inspector - San Francisco Public Works (6318 PCS)**

*(Example of a Recent Job Posting - continued)*

**Verification of Experience and/or Education:** Applicants may be required to submit verification of qualifying education and/or experience at any point during the recruitment and selection process. For more information on how to verify your experience or education please click [here](#).

**Note:** Falsifying one's education, training, or work experience or attempted deception on the application may result in disqualification for this and future job opportunities with the City and County of San Francisco.

All work experience, education, training and other information substantiating how you meet the minimum qualifications must be included on your application by the filing deadline. Information submitted after the filing deadline will not be considered in determining whether you meet the minimum qualifications.

Resumes will not be accepted in lieu of a completed City and County of San Francisco application. Applications completed improperly may be cause for ineligibility, disqualification or may lead to lower scores.

**Selection Procedures:** After application submission, candidates deemed qualified must complete all subsequent steps to advance in this selection process, which includes the following:

**Minimum Qualification Supplemental Questionnaire (MQSQ): (Weight: Qualifying)** Candidates will be required to complete a MQSQ as part of the employment application at a later time. This MQSQ is designed to obtain specific information regarding an applicant's education and/or experience in relation to the Minimum Qualifications (MQ) for this classification. The MQSQ will be used to evaluate if the applicant possesses the required minimum qualifications.

**Supplemental Questionnaire Examination (Weight:100%):** Applicants who meet the minimum qualifications will be sent a Supplemental Questionnaire via electronic mail after the closing of the application filing period. The Supplemental Questionnaire is designed to measure the knowledge, skills and/or abilities in job-related areas required for the position including, but are not limited to knowledge of construction inspection methods and current construction techniques; construction materials necessary to determine the quality and correct use in projects; safe working habits and regulations; testing materials, testing lab functions and operations; ability to work effectively with the public, contractors, engineers, and other agencies; interpersonal skills and communication skills.

Applicants will be given a deadline to return the Supplemental Questionnaire. Those who do not respond by the established deadline will not be eligible to continue in the examination process and will not be added to eligibility list resulting from this process. All applicants' responses to the Supplemental Questionnaire are subject to verification.

## **Construction Inspector - San Francisco Public Works (6318 PCS)**

*(Example of a Recent Job Posting - continued)*

A passing score must be achieved on the Supplemental Questionnaire Examination in order to continue in the selection process and be placed on the eligible list/score report. Candidates will be placed on the eligible list/score report in rank order according to their final score. Candidate scores on this examination may also be applied to other announcements involving other job titles, when directed by the Human Resources Director.

The department may administer additional position-specific selection procedures to make final hiring decisions.

**NOTE:** Applicants who meet the minimum qualifications are not guaranteed to advance through all of the steps in the selection process.

### **Transportation Security Administration (TSA) Security Clearance**

Candidates for employment with the San Francisco Airport Commission are required to undergo a criminal history record check, including FBI fingerprints, and Security Threat Assessment in order to determine eligibility for security clearance and may be required to undergo drug/alcohol screening. Per Civil Service Commission Rule Section 110.9.1, every applicant for an examination must possess and maintain the qualifications required by law and by the examination announcement for the examination. Failure to obtain and maintain security clearance may be basis for termination from employment with the Airport Commission.

### **Customs Clearance**

Positions at the San Francisco Airport Commission require that the incumbent be qualified for unescorted access to the San Francisco International Airport U.S. Customs Security Area. An application for a U.S. Customs Access Seal may be submitted to Customs ONLY after employment has commenced. Employment in this position requires that the incumbent submit an application for, successfully acquire and maintain a Customs Access Seal. Per Civil Service Commission Rule 110.9.1, every applicant must possess and maintain the qualifications required by law and by the examination announcement for this examination. Failure to acquire or maintain customs access, a requirement for this position, may be basis for termination from employment with the Airport Commission. Customs Access Seal requirements and procedures are located in the Code of Federal Regulations, Title 19, Part 122, Sections 181 or 189.

### **TWIC Card**

Positions at the Port of San Francisco require that the incumbent be qualified for unescorted access to the Port's Maritime Transportation System (MTS). An application for a TWIC card may be submitted after employment has commenced. Employment in this position requires that the incumbent undergo a criminal history check, immigration check and terrorist threat assessment, including FBI fingerprints, in order to determine eligibility for security clearance. The incumbent must submit an application for, successfully acquire and maintain a TWIC card. Per Civil Service Rule 110.9.1, every applicant must possess and maintain the qualifications required by law and by the announcement for this examination. Failure to acquire or maintain a TWIC card, a requirement for this position, may be basis for termination from employment with the Port Commission. Note: TWIC requirements and procedures are located in the U.S. Code of Federal Regulations, 49 U.S.C. 114, 40113, and 49 U.S.C. 5103a.

## Construction Inspector - San Francisco Public Works (6318 PCS)

*(Example of a Recent Job Posting - continued)*

### **Medical Examination**

Prior to appointment, candidates must successfully pass a medical examination to determine their ability to perform the essential functions of the job and/or the ability to meet the physical minimum requirements.

### **What else should I know?**

**Eligible List/Score Report:** A confidential eligible list of applicant names that have passed the civil service examination process will be created and used for certification purposes only. An examination score report will be established, so applicants can view the ranks, final scores and number of eligible candidates. Applicant information, including names of applicants on the eligible list, shall not be made public unless required by law. However, an eligible list shall be made available for public inspection, upon request, once the eligible list is exhausted or expired and referrals resolved. The eligible list/score report resulting from this civil service examination process is subject to change after adoption (e.g., as a result of appeals), as directed by the Human Resources Director or the Civil Service Commission.

The duration of the eligible list resulting from this examination process will be of **twelve (12)** months and may be extended with the approval of the Human Resources Director.

To find Departments which use this classification, please see [here](#).

**Terms of Announcement and Appeal Rights:** Applicants must be guided solely by the provisions of this announcement, including requirements, time periods and other particulars, except when superseded by federal, state or local laws, rules or regulations. Clerical errors may be corrected by the posting the correction on the Department of Human Resources website at [here](#).

The terms of this announcement may be appealed under Civil Service Rule 111A.35.1. The standard for the review of such appeals is 'abuse of discretion' or 'no rational basis' for establishing the position description, the minimum qualifications and/or the certification rule. Appeals must include a written statement of the item(s) being contested and the specific reason(s) why the cited item(s) constitute(s) abuse of discretion by the Human Resources Director. Appeals must be submitted directly to the Executive Officer of the Civil Service Commission within five business days of the announcement issuance date.

## Construction Inspector - San Francisco Public Works (6318 PCS)

*(Example of a Recent Job Posting - continued)*

### **Additional Information Regarding Employment with the City and County of San Francisco**

- [Information About The Hiring Process](#)
- [Conviction History](#)
- [Employee Benefits Overview](#)
- [Equal Employment Opportunity](#)
- [Disaster Service Worker](#)
- [ADA Accommodation](#)
- [Veterans Preference](#)
- [Seniority Credit in Promotional Exams](#)
- [Right to Work](#)
- [Copies of Application Documents](#)
- [Diversity Statement](#)

**How to Apply:** Applications for City and County of San Francisco jobs are **only** accepted through an online process. Visit <https://careers.sf.gov/> and begin the application process.

- Select the “Apply Now” button and follow instructions on the screen

Applicants may be contacted by email about this recruitment and, therefore, it is their responsibility to ensure that their registered email address is accurate and kept up to date. Also, applicants must ensure that email from CCSF is not blocked on their computer by a spam filter. To prevent blocking, applicants should set up their email to accept CCSF mail from the following addresses (@sfgov.org, @sfdpw.org, @sfport.com, @flysfo.com, @sfwater.org, @sfdph.org, @asianart.org, @sfmta.com, @sfpl.org, @dcyf.org, @first5sf.org, @famsf.org, @ccsf.edu, @smartalerts.info, @careers.sf.gov and @smartrecruiters.com).

Applicants will receive a confirmation email that their online application has been received in response to every announcement for which they file. Applicants should retain this confirmation email for their records. **Failure to receive this email means that the online application was not submitted or received.**

All your information will be kept confidential according to EEO guidelines.

## **Junior Engineer (Civil) - San Francisco Public Works (5201 PCS)**

*(Example of a Recent Job Posting)*

**Department:** Citywide

**Job class:** [5201-Junior Engineer](#)

**Salary range:** \$107,796.00 - \$130,988.00

**Role type:** Permanent Civil Service [What does this mean?](#)

**Hours:** Full-time

**Exam type:** Class Based Test

**Rule:** Rule of the List [What does this mean?](#)

**List type:** Entrance

About:

- **Application Opening Date:** mm/dd/yyyy
- **Application Filing Deadline:** mm/dd/yyyy at 11:59 PM (PST)
- **Annual Salary:** [\\$107,796-\\$130,988](#)
- **Recruitment ID:** xxxxxxxx

### **THIS IS A CITYWIDE EXAM**

San Francisco is a vibrant and dynamic city, on the forefront of economic growth & innovation, urban development, arts & entertainment, as well as social issues & change. This rich tapestry of culture and ideas is sustained by our City's commitment to heighten the quality of life for the diverse population of San Franciscans and residents of the greater Bay Area. Our employees play an important role not only in making our City what it is today, but also in shaping the future of San Francisco.

## **Junior Engineer (Civil) - San Francisco Public Works (5201 PCS)**

*(Example of a Recent Job Posting - continued)*

### **Role description**

Under supervision, performs beginning-level engineering work in the field and the office following established engineering methods and procedures; assists professional engineers in tasks requiring advanced engineering skill and/or judgment; makes contacts with the public, contractors, and others on engineering matters; gathers, prepares, and maintains engineering data, records, and reports; applies engineering principles and practices to civil, mechanical, electrical, environmental, or transportation engineering problems; performs related duties as required. The Junior Engineer may direct the work of technical and/or clerical staff.

Examples of Major and Essential Duties:

1. Prepares or assists in preparing studies, calculations, designs, drawings, sketches, and plans using AutoCAD and other software tools.
2. Makes field inspections of existing structures and sites to determine necessity for future construction, repair, or maintenance; conducts preliminary field studies and surveys and collects data relative to the preparation of designs and drawings.
3. Makes regular field inspections of construction and repair projects in progress to ensure conformance with plans, specifications, and codes; checks and records work progress at various construction sites.
4. Prepares or assists in the preparation of reports, contract specifications, lists of materials, cost estimates, schedules, and progress payments.
5. Prepares or assists in the preparation of departmental reports and reports concerning field conditions, the progress of projects, the results of studies, and other matters.
6. Provides written and oral responses to a variety of inquiries from other agencies, contractors, and the general public.
7. May direct the activities of technical and/or clerical staff.
8. Prepares correspondence and minutes.
9. Performs specialized duties in the areas of civil, mechanical, electrical, transportation and/or environmental engineering.

## **Junior Engineer (Civil) - San Francisco Public Works (5201 PCS)**

*(Example of a Recent Job Posting - continued)*

### **How to qualify**

#### **Minimum Qualifications:**

1. Possession of a baccalaureate degree or graduate degree that is accredited by the Accreditation Board for Engineering and Technology (ABET) with a major in Architectural Engineering, Civil Engineering, Environmental Engineering, Geotechnical Engineering, Sanitary Engineering, Structural Engineering, Traffic Engineering, Transportation Engineering, Water Resources Engineering, or Engineering Management.

#### **OR**

2. Possession of a baccalaureate degree or graduate degree from a non-ABET accredited program with a major in Architectural Engineering, Civil Engineering, Environmental Engineering, Geotechnical Engineering, Sanitary Engineering, Structural Engineering, Traffic Engineering, Transportation Engineering, Water Resources Engineering, or Engineering Management AND possession of a valid Engineer-in-Training certificate issued by the National Council of Examiners for Engineering and Surveying (NCEES).

#### **OR**

3. Possession of a Professional Engineer (PE) license in Civil Engineering from the California Board of Professional Engineers, Land Surveyors and Geologists.

#### **Notes:**

- A) Candidates who are projected to graduate with one of the above degrees within six months of the filing deadline will be invited to take the examination, but will not be eligible to be hired until they have successfully met one of the above Minimum Qualifications. Candidates who are within six months of graduation from a non-ABET accredited program must already possess an EIT by the filing deadline in order to be invited to the examination.

Candidates who successfully pass the examination for this recruitment and are within six months of graduation will be placed on the eligible list under general waiver and will not be eligible to compete for positions until verification of graduation is received, reviewed and approved by the Department of Human Resources engineering analyst. Eligibles under general waiver are responsible for providing a diploma, transcript or notice from the school's Registrar verifying successful completion of the degree program. Once approved, the analyst will e-mail the candidate that their waiver has been removed and the candidate will be eligible to compete in future certifications for the remaining duration of the eligible list.

- B) Most positions also require a valid California driver license.

Every application is reviewed to ensure that you meet the minimum qualifications as listed in the job ad. Please review our articles on [Employment Application and Minimum Qualifications](#) and [Verification of Experience and/or Education](#) for considerations taken when reviewing applications.

## **Junior Engineer (Civil) - San Francisco Public Works (5201 PCS)**

*(Example of a Recent Job Posting - continued)*

### **FLEXIBLE STAFFING:**

Promotional Opportunities under the Flexible Staffing Program: Permanent incumbents in class 5201 Junior Engineer are eligible to advance to positions in the Assistant Engineer class after obtaining an Engineer-in-Training Certificate from the National Council of Examiners for Engineering and Surveying, completing one year of satisfactory service with a performance evaluation of competent and effective as a Junior Engineer within the same department, and with the approval of the Appointing Officer.

Promotion to the Assistant Engineer class is not automatic.

Flexible Staffing lists will be established for class 5203 Assistant Engineer when the incumbent has met the following requirements:

- permanent civil service appointment as a 5201;
- completion of one year of satisfactory service as a 5201;
- certification as an Engineer-in-Training; and
- the department requests to flexibly promote an incumbent into an approved budgeted position.

Eligibility period of qualifying Permanent Civil Service 5201 Junior Engineer to be promoted through the Flexible Staffing Program from class 5201 to class 5203 Assistant Engineer will be within 5 years from the date of appointment to a PCS position in class 5201.

## **Junior Engineer (Civil) - San Francisco Public Works (5201 PCS)**

*(Example of a Recent Job Posting - continued)*

### **SELECTION PROCEDURES**

After application submission, candidates deemed qualified must complete all subsequent steps to advance in this selection process, which includes the following:

**Minimum Qualification Supplemental Questionnaire (MQSQ):** Candidates will be required to complete a MQSQ as part of the employment application at a later time. This MQSQ is designed to obtain specific information regarding an applicant's experience in relation to the Minimum Qualifications (MQ) for this position. The MQSQ will be used to evaluate if the applicant possesses the required minimum qualifications.

**Civil Engineering Written Examination: (Weight 100%):** Candidates will be administered a written multiple-choice exam to determine their relative knowledge, skill and ability level in one or more of the following job related areas as appropriate. These areas may include, but not be limited to: Knowledge of Statics; Knowledge of Mechanics of Materials; Knowledge of Fluid Mechanics; Knowledge of Hydraulics and Hydrologic Systems; Knowledge of Structural Analysis; Knowledge of Transportation Engineering; Knowledge of Construction; Knowledge of Surveying; and Ability to perform mathematical calculations.

This is a standardized written multiple-choice examination. In accordance with Civil Service Rule 111.11.4, inspection privileges do not apply to the questions and answers in this examination. This multiple-choice exam will be administered either on a computer or in a paper format. The type of format will depend on the size of the qualified applicant pool. Qualified candidates will be notified of the type of exam format in their exam appointment notification.

Your score will be valid and 'banked' for three years, starting from the date of the examination. This means that, during this three-year time period, you will not be required to re-take this test. If the selection process for a future announcement is held within one year of the date of this examination and it includes this exam your score will be automatically applied to that announcement. However, after one year, you have the option to either (a) apply your test score to the other announcement or (b) re-take the test. Re-testing is permitted no sooner than one year from the date of the examination and only in association with your eligibility for another announcement for which the test is used. Please note that, should you re-test, your re-test score would become your official score since it is the most recent.

**Note:** A passing score must be achieved on all examination components in order to be placed on the Eligible List. The hiring department may administer additional position-specific procedures to make final hiring decisions.

Candidates scores on this examination may also be applied to other announcements involving other job titles, when directed by the Human Resources Director.

**Tentative Date(s) of Examination:** Those applicants meeting the Minimum Qualifications will be notified of the exact date, time, and place to report to the written multiple-choice examination. The in-person exam will take place xxxxxx.

## **Junior Engineer (Civil) - San Francisco Public Works (5201 PCS)**

*(Example of a Recent Job Posting - continued)*

### **What else should I know?**

**Eligible List/Score Report:** A confidential eligible list of applicant names that have passed the civil service examination process will be created, and used for certification purposes only. An examination score report will be established, so applicants can view the ranks, final scores and number of eligible candidates. Applicant information, including names of applicants on the eligible list, shall not be made public unless required by law. However, an eligible list shall be made available for public inspection, upon request, once the eligible list is exhausted or expired and referrals resolved. The eligible list/score report resulting from this civil service examination process is subject to change after adoption (e.g., as a result of appeals), as directed by the Human Resources Director or the Civil Service Commission.

The duration of the eligible list resulting from this examination process will be of 6 months, and may be extended with the approval of the Human Resources Director.

To find Departments which use this classification, please see <https://sfdhr.org/sites/default/files/documents/Forms-Documents/Position-Counts-by-Job-Codes-and-Department-FY-2023-24.pdf>

### **Terms of Announcement and Appeal Rights**

Applicants must be guided solely by the provisions of this announcement, including requirements, time periods and other particulars, except when superseded by federal, state or local laws, rules or regulations. [Note: The correction of clerical errors in an announcement may be posted on the Department of Human Resources website at <https://careers.sf.gov/>.] The terms of this announcement may be appealed under Civil Service Rule 110.4. Such appeals must be submitted in writing to the Department of Human Resources, 1 S Van Ness Avenue, 4th Floor, San Francisco, CA 94103-5413 by close of business on the 5th business day following the issuance date of this examination announcement. Information concerning other Civil Service Commission Rules involving announcements, applications and examination policies, including applicant appeal rights, can be found on the Civil Service Commission website at <https://sf.gov/departments/civil-service-commission>.

## **Junior Engineer (Civil) - San Francisco Public Works (5201 PCS)**

*(Example of a Recent Job Posting - continued)*

### **Additional Information Regarding Employment with the City and County of San Francisco:**

- [Information About the Hiring Process](#)
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- [ADA Accommodation](#)
- [Veterans Preference](#)
- [Right to Work](#)
- [Copies of Application Documents](#)
- [Diversity Statement](#)

### **HOW TO APPLY**

Applicants will receive a confirmation email from [notification@careers.sf.gov](mailto:notification@careers.sf.gov) that their online application has been received in response to every announcement for which they file. Applicants should retain this confirmation email for their records. **Failure to receive this email means that the online application was not submitted or received.**

1. Start with the [REQUIRED QUESTIONNAIRE](#) at [xxxxxxx](#)
2. Select the **“APPLY NOW”** button at the bottom of the page to submit your application
3. Look for a [confirmation email](#) from [notification@careers.sf.gov](mailto:notification@careers.sf.gov)

## **Junior Engineer (Civil) - San Francisco Public Works (5201 PCS)**

*(Example of a Recent Job Posting - continued)*

**Exam Analyst Information:** If you have any questions regarding this recruitment or application process, please contact the exam analyst, xxxxx, by email at [xxxxx.xxxxx@xxxxx.org](mailto:xxxxx.xxxxx@xxxxx.org).

The City and County of San Francisco encourages women, minorities and persons with disabilities to apply. Applicants will be considered regardless of their sex, race, age, religion, color, national origin, ancestry, physical disability, mental disability, medical condition (associated with cancer, a history of cancer, or genetic characteristics), HIV/AIDS status, genetic information, marital status, sexual orientation, gender, gender identity, gender expression, military and veteran status, or other protected category under the law.

THANK YOU

