

**CLASS SPECIFICATION**  
**SAN DIEGO CITY CIVIL SERVICE COMMISSION**  
**GENERAL UTILITY SUPERVISOR – 1976**

**DEFINITION:**

Under direction, to plan, coordinate, supervise, and review a variety of large-scale construction, maintenance, and other public work functions covering a number of districts or areas; and to perform related work.

**\* EXAMPLES OF DUTIES:**

- Plans, schedules, assigns, coordinates, and provides overall management, supervision, and guidance to subordinate supervisors to accomplish work programs or projects related to streets and other public works functions;
- Oversees the installation, reconstruction, maintenance, and repair of major construction projects;
- Coordinates activities between sections, divisions, other City departments and governmental agencies, and outside contractors when major construction is involved;
- Develops and implements policy, objectives, and goals for assigned program units;
- Develops and implements training and safety programs;
- Selects, supervises, trains, and rates the work performance of subordinate supervisors;
- Prepares annual budget estimates for the appropriate area or function including recommendations for equipment, materials, supplies, and staff;
- Resolves difficult and/or sensitive complaints or problems;
- Analyzes blueprints;
- Field checks major or complex construction projects;
- Makes decisions in the field for modification of work which cannot be performed as described in engineering plans;
- Approves material requests, payroll reports, personnel leave requests, “as built” construction sketches, and work orders;
- Develops, prepares, and presents reports to management and City Council regarding section activities and programs and makes presentations to community groups or other organizations;
- Investigates and resolves difficult personnel problems;
- Inspects crew performance in the field;
- Acts for the Deputy Director in the latter’s absence.

**MINIMUM QUALIFICATIONS:**

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for

- \* EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

One year of full-time experience at a level equivalent to a Principal Utility Supervisor or Principal Water Utility Supervisor with the City of San Diego; **OR** four years of full-time professional experience in the construction, maintenance, or repair of public facilities which must include three years of planning, assigning, and supervising the work of several crews of a major unit or division with the City of San Diego. Possession of a valid California Class C Driver License.