

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
SUPERVISING METER READER - 1925

DEFINITION:

Under direction, to supervise the work of the water meter reading section; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Assigns, schedules, and evaluates work of the water meter reading section;
- Through subordinate supervisors ensures that water meter reading routes are properly structured;
- Establishes proper procedures for reading meters and determining route assignments;
- Ensures proper adherence to all safety regulations;
- Supervises the development of training programs;
- Conducts safety meetings for all meter readers;
- Supervises the investigation of particularly sensitive billing complaints and meter issues;
- Interviews and selects new employees;
- Directs public relations and customer contact situations;
- Orders and issues supplies and equipment;
- Processes injury reports;
- Maintains and prepares statistical reports;
- Supervises, trains, and evaluates subordinates.

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

Two years of full-time experience as a Field Representative with the City of San Diego; **OR** two years of full-time field contact experience which must include investigating and resolving utility service complaints, **AND** one year of full-time supervisory experience that must reflect responsibility for the full range of supervisory duties including planning and scheduling the work of employees, employee selection, training, evaluation, commendations, and discipline, **OR** achieving a passing score on any City of San Diego Test of Supervisory Ability (TSA). Possession of a valid California Class C Driver's License

- * 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.**