

## **CLASS SPECIFICATION**

### **SAN DIEGO CITY CIVIL COMMISSION**

#### **WATER SYSTEMS DISTRICT MANAGER - 1016**

##### **DEFINITION:**

Under direction, for both field and plant construction and maintenance operations, through subordinate supervisors, to plan, prioritize, assign, and coordinate large scale programs and operations related to the construction, repair, maintenance, and installation of various components of water storage, transmission, filtration, and distribution systems; and to perform related tasks.

##### **\* EXAMPLES OF DUTIES:**

###### **As part of a formal rotation program:**

- Plans, prioritizes, oversees, assigns, and coordinates, through subordinate supervisors, in both field and plant maintenance operations, several major work units engaged in constructing, repairing, maintaining, and installing various components of water storage, transmission, filtration, and distribution systems;
- Coordinates activities and act as a liaison between sections, other divisions, various City departments, other governmental agencies, and outside contractors regarding water related construction and maintenance projects;
- Makes formal and informal presentations to Council Committees, community groups, planning groups, and others regarding operations under their management;
- Determines section goals and objectives and develops section business plans;
- Reviews efficiency of section performance;
- Supervises, trains, and rates the work of subordinate supervisors;
- Determines, develops, and implements training and work procedures, rotation schedules, operational guidelines, and other procedures for the section and division;
- Prepares annual budget estimates and recommends staffing, equipment, and project costs/needs for the section;
- Investigates and resolves major problems, complaints, and accidents either verbally or in a report or correspondence format;
- Makes decisions in the field for modification of work which cannot be performed as described in engineering plans;
- Inspects crew performance in the plant and in the field, analyzes blueprints, and checks major or complex projects;
- Conducts disciplinary procedures, including fact findings and related investigations;
- Approves material and equipment requests, overtime, leave requests, timecards, and other personnel related paperwork;
- Prepares a variety of reports;
- Maintains section work records;
- Reviews, evaluates, and completes special projects;
- Performs related tasks.

\* **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.

**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 qualifications. <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Two years of full-time experience as a Principal Water Utility Supervisor, Water Systems Technician Supervisor, or a higher-level supervisory position in water/wastewater with the City of San Diego. Qualifying higher-level supervisory position must reflect responsibility for the full range of supervisory duties including employee selection, training, evaluation, commendations, and discipline; **OR** three years of full-time experience as a Senior Water Utility Supervisor with the City of San Diego. A valid Grade D3 Water Distribution Operator Certificate issued from the California State Water Resources Control Board. Possession of a valid California Class C Driver's License.