

## **CLASS SPECIFICATION**

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

### **GENERAL WATER UTILITY SUPERVISOR - 1488**

#### **DEFINITION:**

Under direction, to plan, coordinate, supervise, and review a variety of complex, large scale water and/or sewer system construction, maintenance, and operational programs and functions within the Water Department; and to perform related work.

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

- Plans, schedules, and assigns subordinate supervisors to accomplish work programs or projects involving water and/or sewer and other related public works functions;
- Coordinates activities between sections, other divisions, various City departments, other governmental agencies, and outside contractors concerning major water and/or sewer-related construction and maintenance matters;
- Develops and recommends City and departmental policies and procedures related to the operation of the division;
- Supervises, trains, and rates the work performance of subordinate supervisors;
- Develops and implements training and safety programs;
- Inspects crew performance in the field, analyzes blueprints, and field checks major or complex water and/or sewer-related construction projects;
- Makes decisions in the field for modification of work which cannot be performed as described in engineering plans;
- Recommends and assists in preparing annual budget estimates and determines staffing and equipment needs;
- Approves material and equipment requests, payroll reports, personnel leave requests, "as built" construction sketches, and work orders;
- Makes reports, maintains logs, and keeps records;
- Investigates and resolves difficult personnel problems and responds to difficult and complex complaints from the public;
- May act 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 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 supervisory experience in the construction, maintenance, or repair of water, sewer, streets, parks, or other public works facilities at a level equivalent to a Senior Water Utility Supervisor with the City of San Diego.

- \* **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.