

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

PRINCIPAL UTILITY SUPERVISOR - 1980

DEFINITION:

Under direction, to plan, assign, supervise, and coordinate several major construction, maintenance, and other public works functions of a division; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Plans, supervises, coordinates, and assigns work to several subordinate supervisors or crews engaged in constructing and maintaining streets and other public works installations, structures, and facilities;
- Plans and organizes the work of crews to achieve maximum utilization of personnel and to meet scheduled completion date requirements;
- Reviews major construction and/or maintenance requests and formulates procedures for implementation;
- Inspects work in progress and upon completion;
- Determines training and staffing needs;
- Develops work schedules, operational guidelines, equipment, and budget priorities;
- Prepares reports, maintains records, and assists in preliminary budget preparation for functions supervised;
- Investigates and resolves difficult personnel problems and public complaints;
- Selects, trains, and rates the work performance of 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 qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Two years of full-time supervisory experience in construction, maintenance, or repair of water, sewer, street, or other public works facilities.

- * 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.**