

## **CLASS SPECIFICATION**

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

#### **PRINCIPAL WATER UTILITY SUPERVISOR - 1734**

##### **DEFINITION:**

Under direction, to plan, assign, supervise, and coordinate major water and/or sewer system construction and maintenance functions in the Water Department; and to perform related work.

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

- Plans, supervises, coordinates, and assigns work to several major work units engaged in the construction and maintenance of water and/or sewer-related public works installations, structures, equipment, and facilities;
- Oversees, assigns, initiates, plans, and organizes the work of major units to achieve maximum utilization of personnel and to meet scheduled completion dates;
- Inspects work in progress and after completion to determine effectiveness;
- Determines and develops training procedures, work schedules, operational guidelines, staffing needs, and equipment priorities;
- Trains, selects, and rates the work performance of subordinates;
- Coordinates projects and activities with those of other divisions, departments, governmental agencies, and private contractual firms;
- Estimates costs and assists in preparing budget estimates for the functions supervised;
- Investigates and resolves major problems, complaints, emergencies, and accidents;
- Operates various computer systems to prepare a variety of reports and maintains records and logs;
- Receives, evaluates, and assigns special work projects;
- Makes decisions in the field on project modifications.

##### **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>.

One year of full-time supervisory experience in the construction, maintenance, or repair of water, sewer, streets, parks, or other public works facilities at a level of responsibility equivalent to the City of San Diego's classification of Senior Water Utility Supervisor.

- \* **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.