

**CLASS SPECIFICATION**

**SAN DIEGO CITY CIVIL SERVICE COMMISSION**

**PUBLIC WORKS DISPATCH SUPERVISOR - 1767**

**DEFINITION:**

Under direction, to supervise the work of subordinates who dispatch public works units in a central public works communications center; and to perform related work.

**\* EXAMPLES OF DUTIES:**

- In a central public works communications center, plans, assigns, reviews, and supervises the work of subordinate dispatchers who dispatch and relay messages for public works field units;
- Updates and revises procedural manuals;
- Determines staffing needs;
- Maintains dispatch files and records;
- Provides periodic written reports;
- Investigates and resolves complaints regarding the performance of staff;
- Trains public works field units in the proper use of the radio system;
- Trains and evaluates 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>.

One year of full-time experience as a dispatcher operating radio communication equipment.

\* **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.