

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
PUBLIC WORKS SUPERVISOR - 1961

DEFINITION:

Under direction, to plan, assign, and supervise the work of several crews of a major unit or of a division engaged in the construction and maintenance of public works facilities; and to perform related work.

*** EXAMPLE OF DUTIES:**

- Plans, coordinates, assigns, and supervises the work of several construction and maintenance crews or a major unit engaged in public right-of-way or public works construction and maintenance tasks;
- Receives and prioritizes work requests;
- Assigns work to subordinates crew leaders;
- Inspects construction and maintenance work in progress and upon completion to determine effectiveness;
- Estimates the cost and amount of labor, supplies, materials, and equipment required for individual projects and long-term unit needs;
- Develops policies and procedures for unit activities and functions;
- Develops and implements long-term maintenance strategies to enhance the efficiency of the unit;
- Establishes work and materials standards;
- Assists in preparing and administering the budget for the assigned unit;
- Works with professional engineers to design and plan construction and maintenance projects;
- Coordinates construction and maintenance projects with other unit supervisors when more than one function is involved in a project;
- Prepares stock requisitions;
- Reviews and maintains timecards and records;
- Instructs subordinates in, and enforces, safety regulations;
- Ensures the proper use, care, and maintenance of tools, supplies, materials, and equipment;
- Selects, trains, and rates the work performance of subordinates;
- Conducts fact findings and administers discipline as appropriate;
- Receives, investigates, and resolves complaints from the public;
- Acts as the City's representative to the media, community groups, and the public regarding unit construction and maintenance projects;
- Writes draft reports for the Director, Deputy Director, Mayor's Office, and City Council review;
- Writes letters to citizens or other public groups in response to complaints or requests for information;
- Completes productivity and other work measurement and efficiency reports.

* **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>.

Four years of full-time experience in the construction, maintenance, and/or repair of street, water, sewer, park, public right-of-way, or public works facilities, which must include two years of supervisory or crew leading experience. Qualifying supervisory or crew leading experience must include all of the following: experience must be at the level of a Utility Worker II with the City of San Diego or higher; and providing direction or guidance to other workers on a crew or project in the construction or maintenance and repair of street, water, sewer, park, public rights-of-way, or public facilities.