

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

SENIOR WATER UTILITY SUPERVISOR - 1870

DEFINITION:

Under general supervision, to plan, assign, and supervise the work of crews or a major section engaged in the construction and maintenance of water and/or sewer system installations and equipment; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Plans, coordinates, assigns, and supervises the work of a section engaged in the construction, maintenance, and repair of water and/or sewer systems or facilities;
- Develops, assigns, and oversees work schedules and procedural guidelines;
- Inspects work in progress and upon completion to determine effectiveness;
- Assigns, trains, and rates the work performance of subordinates;
- Enforces departmental regulations and safety procedures;
- Plans work schedules, estimates costs, and monitors the use of budgeted staff hours;
- Prepares stock requisitions, work reports, and equipment reports;
- Operates various computer systems including the Computerized Maintenance Management System (CMMS);
- Maintains records, keeps logs, and prepares other water utilities related special reports;
- Receives, investigates, and resolves employee problems and public complaints;
- Provides information to the public;
- Ensures the proper use and care of tools, materials, and equipment;
- Acts for other supervisory personnel in their 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>.

Three years of full-time experience in the construction, maintenance, or repair of water, sewer, streets, parks, or other public works facilities, which must include two years of full-time experience in a water or sewer system or facility. Qualifying experience must include one year of supervisory experience at a level equivalent to a 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.