

**CLASS SPECIFICATION**

**SAN DIEGO CITY CIVIL SERVICE COMMISSION**

**UTILITY SUPERVISOR - 1974**

**DEFINITION:**

Under general supervision, to supervise and participate in the work of crews engaged in the construction and maintenance of varied public facilities and installations; and to perform related work.

**\* EXAMPLES OF DUTIES:**

- Plans, assigns, supervises, and participates in the work of a crew or crews engaged in constructing, installing, repairing, and maintaining street, traffic, and other facilities and installations;
- Coordinates, inspects, and supervises litter, debris, and weed clean-up functions;
- Inspects work in progress and after completion, and directs or performs corrective action if necessary;
- Ensures the proper use, maintenance, and care of equipment, tools, and supplies;
- Investigates and recommends solutions to employee problems and public complaints;
- Ensures adherence to divisional procedures and safety precautions;
- Receives, reviews, and processes service requests, stock requisitions, timecards, and mileage cards;
- Prepares reports, and maintains logs of work in progress;
- Determines staff, equipment, and materials needed and estimates preliminary costs;
- Plans and carries out daily work schedules;
- Prepares “as built” sketches and reads blueprints and stakes;
- 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 experience in the construction, maintenance, or repair of streets, water, sewer, park facilities, or other public works facilities, including six months of crewleading experience.

- \* 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.**