

**CLASS SPECIFICATION**

**SAN DIEGO CITY CIVIL SERVICE COMMISSION**

**WATER UTILITY SUPERVISOR - 1991**

**DEFINITION:**

Under general supervision, to supervise and participate in the work of a crew or crews engaged in the construction and maintenance of water and/or sewer system installations and equipment in the Water Department; and to perform related work.

**\* EXAMPLES OF DUTIES:**

- Plans, directs, and participates in the work of a crew or crews engaged in constructing, installing, and maintaining water and/or sewer pipelines, valves, meters, connections, and other water and sewer-related appurtenances;
- Inspects work after completion and directs or performs corrective action if necessary;
- Receives and issues service requests, stock requisitions, timecards, and mileage cards;
- Ensures the proper use, maintenance, issuance, and care of equipment, tools, and supplies;
- Selects, trains, and rates the work performance of subordinates;
- Keeps records, maintains logs of work in progress, and prepares reports;
- Investigates and recommends solutions to public complaints;
- Ensures adherence to departmental regulations and safety procedures;
- Plans and carries out long-term and daily work schedules, and determines staff, equipment, and materials needed;
- Prepares “as built” sketches and reads blueprints and stakes;
- 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>.

Two years of full-time experience in construction, maintenance, or repair of water, sewer, streets, parks, or other public works facilities, including one year of full-time experience in water or sewer systems work.

- \* 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.**