

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

GENERAL WATER UTILITY SUPERVISOR

DEFINITION:

Under direction, to plan, coordinate, supervise, and review a variety of complex, large scale water and/or sewer system construction, maintenance, and operational programs and functions within the Water Department; and to perform related work.

* EXAMPLES OF DUTIES:

- Plans, schedules, and assigns subordinate supervisors to accomplish work programs or projects involving water and/or sewer, and other related public works functions;
- Coordinates activities between sections, other divisions, various City departments, other governmental agencies, and outside contractors concerning major water and/or sewer-related construction and maintenance matters;
- Supervises, trains, and rates the work performance of subordinate supervisors;
- Develops and implements training and safety programs;
- Inspects crew performance in the field, analyzes blueprints, and field checks major or complex water and/or sewer-related construction projects;
- Makes decisions in the field for modification of work which cannot be performed as described in engineering plans;
- Recommends and assists in preparing annual budget estimates and determines staffing and equipment needs;
- Approves material and equipment requests, payroll reports, personnel leave requests, "as built" construction sketches, and work orders;
- Makes reports, maintains logs and keeps records;
- Handles difficult personnel problems and complaints from the public;
- May act for the Deputy Director in the latter's 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 Announcement for updated minimum qualifications.

Two years of supervisory experience in construction, maintenance and repair of water, sewer, streets, or other public works facilities. Qualifying experience must include a minimum of one year of experience at the level of the City of San Diego's classifications of Principal Water Utility Supervisor or Principal Utility Supervisor. Possession of a valid California Class C Driver's License.

- * **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.