

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

METAL FABRICATION SERVICES SUPERVISOR - 1604

DEFINITION:

Under direction, to plan and coordinate, through subordinate supervisors, the work of skilled machinists, metal fabricators, and other staff, including Fleet Technicians; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Plans, schedules, directs, and coordinates work projects;
- Prepares sketches and specifications of work;
- Reviews work in progress and upon completion;
- Designs and manufactures or modifies equipment, special machinery, and tools;
- Enforces safety regulations;
- Administers training of subordinates;
- Assists in developing equipment outlay program, work programs, and budget requests;
- Estimates costs;
- Operates lathes, planers, boring mills, grinders, shapers, milling machines, drill presses, welding machines, and other machine shop tools;
- Forms and shapes parts, tools, and equipment according to specifications;
- Requisitions materials and supplies;
- Maintains records of work activities and prepares reports;
- 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>.

Six years of full-time experience in all phases of work as a journey-level Machinist, Body and Fender Mechanic, Equipment Painter, Welder, or Fleet Technician, including two years of experience supervising a journey-level staff in one or more of the skilled trades listed above; **OR** successful completion of a State accredited four-year Machinist, Body and Fender Mechanic, Equipment Painter, Welder, or Fleet Technician Apprenticeship Program, **AND** two years of experience supervising a journey-level staff in one or more of the skilled trades listed above. 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.