

## **CLASS SPECIFICATION**

### **SAN DIEGO CITY CIVIL SERVICE COMMISSION**

#### **PRINCIPAL UTILITY SUPERVISOR**

##### **DEFINITION:**

Under direction, to plan, assign, supervise, and coordinate several major construction, maintenance, and other public works functions of a division; and to perform related work.

##### **\* EXAMPLES OF DUTIES:**

- Plans, supervises, coordinates, and assigns work to several subordinate supervisors or crews engaged in constructing and maintaining streets, and other public works installations, structures, and facilities;
- Plans and organizes the work of crews to achieve maximum utilization of personnel and to meet scheduled completion date requirements;
- Reviews major construction and/or maintenance requests and formulates procedures for implementation;
- Inspects work in progress and upon completion;
- Determines training and staffing needs;
- Develops work schedules, operational guidelines, and equipment and budget priorities;
- Prepares reports, maintains records, and assists in preliminary budget preparation for functions supervised;
- Investigates and resolves difficult personnel problems and public complaints;
- 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 Announcement for updated minimum qualifications.

One year of supervisory experience in construction, maintenance, or repair of water, sewer, street, or other public works facilities at a level of responsibility equivalent to the City of San Diego's classifications of Senior Utility Supervisor or Motor Sweeper 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.