

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
PRINCIPAL WATER UTILITY SUPERVISOR

DEFINITION:

Under direction, to plan, assign, supervise and coordinate major water and/or sewer system construction and maintenance functions in the Water Department; and to perform related work.

* **EXAMPLES OF DUTIES:**

- Plans, supervises, coordinates, and assigns work to several major work units engaged in the construction and maintenance of water and/or sewer-related public works installations, structures, equipment and facilities;
- Oversees, assigns, initiates, plans, and organizes the work of major units to achieve maximum utilization of personnel and to meet scheduled completion dates;
- Inspects work in progress and after completion to determine effectiveness;
- Determines and develops training procedures, work schedules, operational guidelines, staffing needs, and equipment priorities;
- Trains, selects, and rates the work performance of subordinates;
- Coordinates projects and activities with those of other divisions, departments, governmental agencies, and private contractual firms;
- Estimates costs and assists in preparing budget estimates for the functions supervised;
- Investigates and resolves major problems, complaints, emergencies, and accidents;
- Prepares a variety of reports and maintains records and logs;
- Receives, evaluates, and assigns special work projects;
- Makes decisions in the field on project modifications.

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 the 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 classification of Senior Water 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.