

**CLASS SPECIFICATION**

**SAN DIEGO CITY CIVIL SERVICE COMMISSION**

**PUBLIC WORKS SUPERINTENDENT**

**DEFINITION:**

Under direction, to manage a major unit engaged in the construction and maintenance of public works facilities, such as streets, drains, bridges, etc.

**\* EXAMPLES OF DUTIES:**

- Directs, plans, schedules, assigns, and provides overall management and guidance to subordinate supervisors to accomplish work programs or projects related to public works facilities and functions;
- Develops and implements policy, objectives and goals for assigned program unit;
- Oversees the installation, reconstruction, maintenance, and repair of major construction projects;
- Coordinates activities between sections, divisions, other City departments and government agencies, and outside contractors where major construction is involved;
- Sets work and material standards;
- Develops and implements training and safety programs;
- Selects, supervises, trains and rates the work performance of subordinates, including professional engineers;
- Develops, implements, administers and monitors a budget for the assigned program;
- Acts as the program unit spokesperson to the public, including the media, the City Council and City Manager's office;
- Resolves difficult or sensitive complaints or problems;
- Attends community meetings and makes public presentations;
- Reviews and analyzes blueprints;
- Field checks major or complex construction projects;
- Reviews and comments on proposed legislation regarding assigned program;
- Investigates and resolves difficult personnel problems;
- Recommends and implements discipline stemming from employee misconduct;
- Acts as hearing officer on appeals of discipline;
- Makes decisions in the field for modification of work which cannot be performed as described in engineering plans;
- Reviews and approves material requests, "as built" construction sketches and work orders;
- Acts 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.

Four years of full-time experience in coordination of public facility or utility construction and maintenance projects at a level of responsibility equivalent to the City of San Diego's classifications of Principal Utility Supervisor or Senior Utility Supervisor.

- \* **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.