

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

PUBLIC WORKS SUPERVISOR

DEFINITION:

Under direction, to plan, assign, and supervise the work of several crews of a major unit or of a division engaged in the construction and maintenance of public works facilities; and to perform related work.

* EXAMPLE OF DUTIES:

- Plans, coordinates, assigns, and supervises the work of several construction and maintenance crews or a major unit engaged in public works construction and maintenance tasks;
- Receives and prioritizes work requests;
- Assigns work to subordinates crewleaders;
- Inspects construction and maintenance work in progress and upon completion to determine effectiveness;
- Estimates the cost and amount of labor, supplies, materials, and equipment required for individual projects and long-term unit needs;
- Develops policies and procedures for unit activities and functions;
- Develops and implements long-term maintenance strategies to enhance the efficiency of the unit;
- Establishes work and materials standards;
- Assists in preparing and administering the budget for the assigned unit;
- Works with professional engineers to design and plan construction and maintenance projects;
- Coordinates construction and maintenance projects with other unit supervisors when more than one function is involved in a project;
- Prepares stock requisitions;
- Reviews and maintains time cards and records;
- Instructs subordinates in, and enforces, safety regulations;
- Ensures the proper use, care, and maintenance of tools, supplies, materials, and equipment;
- Selects, trains, and rates the work performance of subordinates;
- Conducts fact findings and administers discipline as appropriate;
- Receives, investigates, and resolves complaints from the public;
- Acts as the City's representative to the media, community groups and the public regarding unit construction and maintenance projects;
- Writes draft reports for the Director, Deputy Director, Managers Office and City Council review;
- Writes letters to citizens or other public groups in response to complaints or requests for information;
- Completes productivity and other work measurement and efficiency reports.

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 experience in the construction, maintenance, or repair of street, water, sewer, park, or public works facilities, including two years of supervisory or crewleading experience. Crewleading experience must be at the level of the City of San Diego's classification of Utility Worker II or higher, and must include providing direction or guidance to other workers on a crew or project.

- * **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.