

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

SENIOR UTILITY SUPERVISOR

DEFINITION:

Under general supervision, 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 streets, beaches, and other public works facilities; and to perform related work.

* EXAMPLES OF DUTIES:

- Plans, coordinates, assigns, and supervises the work of several construction and maintenance crews of a major unit engaged in public works construction and maintenance tasks, the size and duties of the unit being such that the primary functions are supervisory;
- Develops long-range work schedules;
- Receives work requests, assigns work to subordinates, and inspects work in progress and upon completion to determine effectiveness;
- Estimates the cost and amount of labor, supplies, materials, and equipment required for projects;
- Prepares stock requisitions, work reports, and maintains time cards and records;
- Receives, investigates, and resolves employee problems and public complaints;
- 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;
- Monitors work schedules, budgeted staff hours, and use of equipment.

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.

Three years of experience in the construction, maintenance, or repair of street, park, water, sewer, or other public works facilities or other City property, including one year of supervisory or crewleading experience. Crewleading experience must include providing direction and guidance to other workers in a crew or on a project at the level of Utility Worker II/Water Utility Worker/Motor Sweeper Operator with the City of San Diego or higher. 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.