CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

SENIOR WATER UTILITY SUPERVISOR

DEFINITION:

Under general supervision, to plan, assign, and supervise the work of crews or a major section in the Water Department or Metropolitan Wastewater Department engaged in the construction and maintenance of water and/or sewer system installations and equipment; and to perform related work.

* EXAMPLES OF DUTIES:

- Plans, coordinates, assigns, and supervises the work of a section engaged in water and/or sewer construction and maintenance tasks, the size and duties of the units being such that the primary functions are supervisory;
- Develops, assigns, and oversees work schedules and procedural guidelines;
- Inspects work in progress and upon completion to determine effectiveness;
- Assigns, trains, and rates the work performance of subordinates;
- Enforces departmental regulations and safety procedures;
- Plans work schedules, estimates costs, and monitors the use of budgeted staff hours;
- Prepares stock requisitions, work reports, and equipment reports;
- Maintains records, keeps logs, and prepares other water utilities related special reports;
- Receives, investigates, and resolves employee problems and public complaints;
- Ensures the proper use and care of tools, materials, and equipment;
- Acts for other supervisory personnel in their 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.

Three years of experience in the construction, maintenance and repair of water sewer, streets, parks or other public works facilities, including one year of supervisory experience at a level of responsibility equivalent to Water Utility Supervisor. At least two years of the required experience must be in a water or sewer system or facility. 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.