

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL COMMISSION

WATER SYSTEMS DISTRICT MANAGER

DEFINITION:

Under direction, for both field and plant construction and maintenance operations, through subordinate supervisors, to plan, prioritize, assign and coordinate large scale programs and operations, related to the construction, repair, maintenance and installation of various components of water storage, transmission, filtration and distribution systems; and to perform related tasks.

* **EXAMPLES OF DUTIES:**

As part of a formal rotation program:

- Plan, prioritize, oversee, assign, and coordinate, through subordinate supervisors, in both field and plant maintenance operations, several major work units engaged in constructing, repairing, maintaining and installing various components of water storage, transmission, filtration and distribution systems;
- Coordinate activities and act as a liaison between sections, other divisions, various City Departments, other governmental agencies, and outside contractors regarding water related construction and maintenance projects;
- Make formal and informal presentations to Council Committees, community groups, planning groups and others regarding operations under their management;
- Determine section goals and objectives and develops section business plans;
- Review efficiency of section performance;
- Supervise, train and rate the work of subordinate supervisors;
- Determine, develop and implement training and work procedures, rotation schedules, operational guidelines and other procedures for the section and Division;
- Prepare annual budget estimates and recommends staffing, equipment and project costs/needs for the section;
- Investigate and resolve major problems, complaints and accidents, either verbally or in a report or correspondence format;
- Make decisions in the field for modification of work which cannot be performed as described in engineering plans;
- Inspect crew performance in the plant and in the field, analyzes blueprints and checks major or complex projects;
- Conduct disciplinary procedures, including fact findings and related investigations;
- Approve material and equipment requests, overtime, leave requests, time cards and other personnel related paperwork;
- Prepare a variety of reports;
- Maintain section work records;
- Review, evaluate, and complete special projects;
- Perform related tasks.

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.

Two years of full-time experience as a City of San Diego Water Systems Technician Supervisor or Principal Water Utility Supervisor or higher. **OR** Three years of full-time experience as a City of San Diego Senior Water Utility Supervisor. A State of California Water Distribution Operator certificate is required. A California Class C Driver's License is required.

- * **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.