

## **CLASS SPECIFICATION**

### **SAN DIEGO CITY CIVIL SERVICE COMMISSION**

#### **WATER UTILITY SUPERVISOR**

##### **DEFINITION:**

Under general supervision, to supervise and participate in the work of a crew or crews engaged in the construction and maintenance of water and/or sewer system installations and equipment in the Water Department; and to perform related work.

##### **\* EXAMPLES OF DUTIES:**

- Plans, directs and participates in the work of a crew or crews engaged in constructing, installing, and maintaining water and/or sewer pipelines, valves, meters, connections, and other water and sewer-related appurtenances;
- Inspects work after completion and directs or performs corrective action if necessary;
- Receives and issues service requests, stock requisitions, time cards, and mileage cards;
- Ensures the proper use, maintenance, issuance and care of equipment, tools, and supplies;
- Selects, trains, and rates the work performance of subordinates;
- Keeps records, maintains logs of work in progress, and prepares reports;
- Investigates and recommends solutions to public complaints;
- Ensures adherence to departmental regulations and safety procedures;
- Plans and carries out long-term and daily work schedules, and determines staff, equipment, and materials needed;
- Prepares "as built" sketches and reads blueprints and stakes;
- 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.

Two years of experience in construction, maintenance, or repair of water, sewer, streets, parks, or other public works facilities, including one year of experience in water or sewer systems work. 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.