

## CLASS SPECIFICATIONS

### SAN DIEGO CITY CIVIL SERVICE COMMISSION

#### WORK CONTROL MANAGER

##### DEFINITION:

Under direction, to plan and coordinate the scheduling of personnel and resources for major repair, maintenance and improvement work on City buildings and facilities; and to perform related work.

##### \* EXAMPLES OF DUTIES:

- Supervises, plans, establishes priorities and coordinates the scheduling of trade crews and contractors in conjunction with all major repair, maintenance, and improvement of City buildings and facilities;
- Maintains and implements computerized work request system;
- Reviews and evaluates estimates, work performance standards, designs, plans, specifications, contracts and other related project documentation;
- Supervises the preparation and administration of engineering and design support contracts for the maintenance, repair and improvement of City buildings and facilities;
- Develops and supervises the training of subordinates and enforcement of safety regulations;
- Selects, trains and evaluates the work performance of subordinates;
- Participates in the selection of consultants and contractors;
- Prepares budget estimates;
- Evaluates work control procedures and policies and develops alternative approaches to work control management.

##### 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 construction project management involving multiple skilled trades units. Qualifying experience must include coordination and management of construction projects involving a combination of two or more of the following skilled trade crews: carpentry, plumbing, electrical, heating, air conditioning, painting, roofing, masonry or floor finishing; **AND** a minimum of one year of experience performing all phases of contract administration, including preparing detailed estimates, developing contract specifications, reviewing construction documents, performing on-site inspections, processing and negotiating contract modifications. 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.