

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

WORK CONTROL MANAGER – 1994

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 Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Three years of full-time 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 full-time experience performing all phases of contract administration, including preparing detailed estimates, developing contract specifications, reviewing construction documents, performing on-site inspections, and processing and negotiating contract modifications.

* **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.