

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

RESERVOIR MAINTENANCE SUPERVISOR - 1815

DEFINITION:

Under direction, to oversee the operation and maintenance of lakes and reservoirs and coordination of recreation programs and activities; to supervise activities at several lakes and reservoirs; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Oversees the daily operation and maintenance activities at lakes and reservoirs used for impoundment of raw water supply and/or recreation purposes;
- Coordinates with a variety of agencies to include lessees, concessionaires, government agencies, and user groups;
- Oversees the daily operation and maintenance of reservoirs in the City to include grounds/facilities maintenance, recreation programs, and providing oversight to water support crews;
- Inspects facilities for maintenance and recreational usage;
- Oversees and monitors the maintenance and operations of small public water systems at reservoirs;
- Estimates materials, equipment, and labor costs for work projects and inspects job sites for scope of work;
- Recommends special event policies and standard operating procedures;
- Oversees operations and maintenance standards;
- Develops maintenance schedules for reservoir facilities;
- Reviews blueprints for design standards and inspects contract work for compliance with specifications;
- Reviews and recommends updates to rules and regulations regarding reservoir operations;
- Coordinates work load requirements and priorities and acts as a project manager for construction projects;
- Manages brush removal for assigned facilities;
- Serves as a liaison to community groups, City departments, the media, and other groups;
- Responds to City Attorney's regarding claims against the City;
- Investigates, resolves, and responds to difficult and sensitive complaints and inquiries from citizens;
- Monitors facility budget, tracks expenditures, and creates budget reports;
- Purchases materials and equipment through subordinate supervisors;
- Performs statistical analysis;
- Provides written responses to City Council route slips;
- Prepares written reports and correspondence;

* **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.

- Answers questions regarding reservoir operations and explains reservoir policies and procedures to visitors;
- Plans, assigns, and evaluates the work of reservoir staff;
- Performs other duties as assigned.

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>.

College graduation with a Bachelor's Degree or equivalent education (i.e., minimum completed units of 120 semester/180 quarter); **AND** two years of full-time experience supervising all phases of work at a lake or reservoir used for water supply and/or recreation purposes. Possession of a valid Grade D2 or higher Water Distribution Operator Certificate issued from the State of California.