



**CITY OF HAWTHORNE**  
**SKILLED CITY MAINTENANCE WORKER**  
Classification Specification  
(Classified)

## **JOB SUMMARY**

Under general direction, performs a variety of skilled maintenance and construction functions, relating to the operation of various City public works activities.

## **SUPERVISION RECEIVED**

The Skilled City Maintenance works under the direct supervision of the Public Works Manager, Street & Facility Maintenance Supervisor and/or Crew Leader and may act as Crew Leader during absence when assigned.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

The following is a list of typical duties assigned to the Skilled City Maintenance Worker. The duties included on this list are examples and are not intended to be all-inclusive or restrictive.

- Performs a variety of construction and maintenance tasks in public works requiring the use of tools and equipment at a level of proficiency equaling or near the journeyman level;
- Operates various equipment, pours, and finishes concrete;
- Sets forms;
- Patches streets and sidewalks, rakes and lays asphalt;
- Maintains and cleans mains and storm drains;
- Installs fire hydrants and valves, water services and repairs leaks;
- Performs skilled park planting and maintenance duties;
- Performs other duties and tasks as required.
- May be required to work shifts, weekends and/or holidays.

## **MINIMUM QUALIFICATIONS**

### Education, Training and Experience

Graduation from high school or G.E.D and two (2) years of recent experience in the maintenance and construction field requiring skilled assignments; or four (4) years experience in a City Maintenance Worker classification with the City of Hawthorne.

### Knowledge, Skills and Abilities

Ability to lead and assist a crew of men in the construction and maintenance of public works facilities; ability to win and maintain effective public relations with the general public and fellow workers; knowledge of the working relationships of other City departments.

License

Must possess a valid Class B California driver's license.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

While performing the required duties of this job, the employee is required to sit, stand, stoop or bend for up to two hours, talk, hear, walk; reach with hands and arms, use hands to finger, handle, operate objects, tools, or controls. The employee may lift objects up to 85 pounds or push objects up to 100 pounds. At times the employee may work in inclement weather or under adverse conditions (tight spaces, ducts, etc).

**WORKING CONDITIONS**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this classification. Depending on the assignment, the employee performs work indoor and/or outdoor during seasons, climate and weather conditions will vary. On a regular basis the employee may encounter dust, dirt, paint fumes, chemicals and oily conditions, odors and explosive or combustible substances. Slippery surfaces, high elevations, cramped positions, noise and vibrations are frequent factors. Meeting deadlines is frequently encountered. Physical demands include continuous arm movements, standing, bending, pushing, and reaching. Must submit to random drug testing in accordance with the City's drug and alcohol policy as an employee who falls under the authority of the Department of Transportation (DOT).

FLSA Status: Non-Exempt  
Bargaining Unit: HMEA  
Civil Service Status: Classified

Revised: August 2020  
CSC Approved: August 6, 2020