



**CITY OF HAWTHORNE**  
**NPDES - MAINTENANCE WORKER**  
Classification Specification  
(Non-Classified)

**JOB SUMMARY**

The NPDES - Maintenance Worker performs a variety of semi-skilled and skilled duties in the repair and maintenance of City, under supervision, to perform a variety of semi-skilled and skilled duties in the repair, maintenance and cleaning of Stormwater/NPDES and related appurtenances on public right-of ways and city owned premises. *This position requires SHIFT, EVENING, HOLIDAY, AND WEEKEND.*

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

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

- Repairs, installs, tests, services and maintains a variety of storm water structures and equipment, including electric motors, impeller, suction hose, nuzzles and pumps, infiltration chambers and, appurtenances, and storm water pipes and catch basin inlets lines;
- Removes and repairs various electrical components; fabricates parts; presses bearings;
- Open inlet manhole covers and access catch basin inlet for cleaning and repair purposes;
- Maintain, repair and reinstall inlet or outlet filters and pipe screens inside catch basin inlets;
- Maintain, repair and reinstall automatic retractable screens;
- Keep catch basin inlets clean of all debris and all screens in good working order;
- Dismantles, repairs and replaces pump and compressor parts;
- Repairs clay, galvanized steel, plastic, concrete, fiberglass and other types of pipes;
- Operates a Vacuum and sewer rodder;
- Collect debris and place in appropriate bags;
- Prepare surfaces for painting and apply finish or coverings using brushes, rollers, spray equipment and cutters as necessary;
- Dig ditches and install drainage pipes;
- Manage appropriately and wear protective equipment at all times: hard hat, flash light, safety glasses, gloves, safety boots, dust mask, ear plugs, and respirator; and
- May have to work shifts, holidays, and/or weekends.

## **MINIMUM QUALIFICATION**

### Education, Training, & Experience

Graduation from high school or G.E.D.; and

Six (6) months of City of Hawthorne service time or relevant work experience.

### Licenses, Certificate and/or Special Requirements

A valid California driver's license;

Must possess a California Class B Driver's License within the first year of employment and with the following: Valid Medical Card, Tank Endorsement and Air Brake Endorsement.

### Knowledge, Skills and Abilities:

- Knowledge of proper methods, common materials, tools and equipment used in a cross section of building and grounds maintenance trades;
- Knowledge of basic shop math; and
- Ability to use appropriate safety precautions and procedures.
- Skill to perform heavy manual labor work assignments;
- Skill to perform concrete and asphalt maintenance and repair work;
- Ability to identify and use proper hand tools, machinery used in various trades and building and grounds maintenance;
- Skill and ability to work in close proximity to and learn to operate heavy motorized equipment;
- Ability to maintain effective working relationship with fellow employees and the general public;
- Ability to drive a pick up truck and observe legal and defensive driving practices;
- Ability to maintain routine records;
- Ability to observe safety rules and regulations;
- Ability to understand and carry out oral and written instructions;
- Skill and ability to erect and work from rigging and scaffolding;
- Ability to perform or learn to perform a wide range of general grounds and building maintenance and repair work which relates to drainage and storm water runoff not requiring the full spectrum of all journey-level skills; and
- Ability to work alone or as a member of a crew

## **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: Non-Classified

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