



**CITY OF HAWTHORNE, CALIFORNIA
HUMAN RESOURCES DEPARTMENT
CREW LEADER**

Classification Specification
(Classified)

JOB SUMMARY

Under general supervision, performs a variety of tasks as a working lead person engaged in construction and maintenance activities; does other related work as necessary.

SUPERVISION RECEIVED AND EXERCISED

Reports to the supervisor and acts for him/her during supervisor's absence.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Supervises and assists a small crew engaged in construction and maintenance work such as parks, ground and park facility maintenance;
2. Installation and maintenance of water conduits with the water distribution system;
3. Construction and renewing street facilities;
4. Carries out established in-service training programs for new employees; and
5. Maintains effective working relationships with the general public, supervisors and subordinates.

MINIMUM QUALIFICATION

Education, Training, & Experience

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Graduation from high school or equivalent;

Three (3) years of experience in the maintenance and construction of field; **OR;**

Four (4) years in a service classification with the City of Hawthorne.

License; Certificate; Special Requirements

Possession of, or ability to obtain, an appropriate valid State of California Driver's License.

QUALIFICATION

Knowledge of:

1. Techniques and apparatus used in the performance of a variety of skilled labor tasks;
2. Basic elements of supervision and personnel management; and
3. Basic safety rules and regulations.

Ability to:

1. Establish and maintain good working relationships with the general public, supervisors, subordinates, and other city employees;
2. Supervise, train, evaluate, and schedule the work of subordinate staff;
3. Produce in written form, personnel evaluations, field reports, logs, and other necessary forms during the course of work; and
4. Work weekends and shifts as assigned.