



**CITY OF HAWTHORNE**  
**PUBLIC WORKS DEPARTMENT**  
**CITY MAINTENANCE WORKER**  
Classification Specification  
(Classified)

**JOB SUMMARY**

The City Maintenance Worker, depending on assignment, works under the supervision of a lead worker, crew leader, supervisor or director. The City Maintenance Worker is an entry level position performing semi-skilled duties related to the repair and maintenance of City property and public right-of-ways.

**SUPERVISION RECEIVED**

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**ESSENTIAL DUTIES AND RESPONSIBILITIES**

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

- Perform emergency or routine repair of City owned Street, Storm Drain, Catch Basins or other public service maintenance work as required.
- Remove and repair various electrical components; fabricates parts; presses bearings.
- Safely open manhole covers and access storm drain catch basins.
- Safely Enter and work as directed in Confined Spaces.
- Assist in sewer maintenance by keeping city sewers free of obstructions.
- Assist in vacuum truck operations in general maintenance and in emergency situations.
- Dismantles, repair and replaces pump and compressor parts.
- Assist in the installation and repair of street signage.
- Assist in the removal of broken glass and boarding up windows.
- Perform and/or assist in basic semi-skilled maintenance and repair work at an entry level in either the plumbing, electrical, painting or carpentry trade areas.
- Maintain public areas by collecting and removing trash.
- Set up temporary traffic control devices such as cones, signs and barricades as necessary.
- Remove graffiti by using solvents, pressure washers or paint.
- Paint over or remove graffiti sites by the request of the public or by work order in areas that may include City property and public right-of-way.
- Maintains paint brushes, paint pots, spray guns, compressors, and related equipment.
- Prepare surfaces for painting and apply finish coverings by using brushes, rollers or spray equipment as necessary.
- Load and unload of equipment, tools and/or trash and other products related to duties assigned.
- Perform routine preventative maintenance on buildings, city grounds and equipment.
- Operate and maintain power hand tools, paint sprayers, pressure washers and other related equipment.

- Manage appropriately and wear protective equipment at all times: hard hat, flash lights, safety glasses, gloves, safety boots, dust mask, ear plugs, and respirator.
- Keep required records of work performed, be able to plan and lay out assigned tasks.
- Provide information to the public regarding NPDES regulations, public safety, graffiti removal services and any other service provided by the city.
- Work with community service workers and student workers who assist in removing graffiti; provide technical supervision for these workers.
- Perform manual labor and unskilled to semi-skilled concrete work to assist with the construction and/or repair of City sidewalks, curbs, gutter and other concrete related projects.
- Perform manual labor and unskilled to semi-skilled construction work and safely utilizes tools and equipment to assist with the construction and repair of City's streets and alleys.
- Must be available (ON-CALL) for emergencies.
- May be required to work different shifts, weekends and/or holidays.
- Perform other related duties as assigned.

**Disaster Service Worker:** In accordance with Government Code Section 3100, City of Hawthorne employees, in the event of a disaster, are considered disaster service workers and may be asked to respond accordingly.

## **MINIMUM QUALIFICATIONS**

### **Education, Training and Experience**

- Graduation from high school or G.E.D.; AND
- A minimum of one (1) year full-time paid general maintenance experience.
- Additional coursework or vocational training in the semi-skilled trades desirable.

### **Licenses, Certificate and/or Special Requirements**

- A valid California class "C" driver's license, safe driving record, and proof of insurance are required at the time of appointment.
- Must possess a California class "B" driver's License within one (1) year of employment.
- Traffic Control Technician (TCT) training **MUST** be obtained within one (1) year of employment.
- OSHA 40 hour HAZWOPPER training **MUST** be obtained within one (1) year of employment.
- OSHA Confined Space Certification and training **MUST** be obtained within one (1) year of employment.

**PLEASE NOTE:** All employees who operate city vehicles are required by California State Law, as a condition of employment, to submit to drug and alcohol testing. Prior to hire, former employers will be contacted regarding drug and alcohol testing results.

## **QUALIFICATION**

### **Knowledge, Skills and Abilities**

- Knowledge of proper use and maintenance of tools and equipment including the operational characteristics of light and moderately heavy motorized equipment.

- Knowledge of proper and effective use of chemicals and cleaning solutions.
- Knowledge of operational characteristics of specialized street maintenance and repair equipment.
- Knowledge of occupational hazards and standard safety precautions necessary in street maintenance and repair work.
- Knowledge of pertinent Federal, State, and local laws, codes, and regulations.
- Knowledge of safe driving principles and practices.
- Knowledge of occupational hazards and standard safety practices necessary in the area of work.
- Knowledge of principles and procedures of record keeping and reporting.
- Knowledge of principles and practices used in dealing with the public.
- Knowledge of basic mathematical principles.
- Ability to perform heavy manual labor work assignments.
- Ability to identify and have knowledge of proper use of hand tools.
- Ability to work in close proximity to learn and operate motorized equipment.
- Ability to maintain an effective working relationship with fellow employees and the general public.
- Ability to safely drive/operate city vehicles and observe legal and defensive driving practices.
- Ability to observe all safety rules and regulations.
- Ability to understand and carry out oral and written instructions
- Ability to safely enter and work in confined spaces.
- Ability to work independently or with 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.

The minimum lifting, pushing, pulling weight required in some of the assigned duties is up to 50 pounds. An employee may be subject to moving objects with or without assistance between 85 to 100 pounds. Work is performed outdoors; at times with exposure to inclement weather or under adverse conditions (tight spaces, etc.). Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

### **WORKING CONDITIONS**

Depending on the assignment, work **will be** performed mostly outdoors. The employee **will be** exposed to inclement weather conditions. On a regular basis the employee may encounter dust, dirt, paint fumes, chemical and oily conditions, organic/inorganic decomposition and explosive or combustible substances. Slippery surfaces, high elevations, cramped positions, noise and vibrations are common frequent factors. Meeting deadlines are frequently encountered. Physical demands include continuous arm movements, walking, 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: February 2022  
CSC Approved: February 17, 2022