



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

**JOB SUMMARY**

The Public Works Technician works under general supervision, provides a variety of routine and complex administrative and technical work in the administration of the city/county government. Assist with managing various environmental programs such as SB1383, solid waste and recycling. Issues permits; prepares reports maintains records; and does related work as required. Coordinates activities with other departments and agencies as needed.

**SUPERVISION RECEIVED**

The Public Works Technician receives general supervision from the Director of Public Works or his/her designee.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

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

- Assists in the development of short- and long-range plans; gathers, interprets, and prepares data for studies, reports and recommendations; coordinates activities with other departments and agencies as needed.
- Manage coordination with and/or provide support to Member Agencies, contractors, and other agencies and stakeholders as it relates to implementing and meeting SB 1383 compliance regulations, including for edible food recovery and enforcement.
- Assist with environmental program such as SB1383, solid waste and recycling programs.
- Educate customers on the latest recycling regulations (i.e. AB 1826, AB 341, SB1383.)
- Assists the public by responding to questions or explaining City policies and procedures related to Public Works.
- Develop and implement programs to assist our members in their compliance with SB 1383.
- Initiate and manage policy efforts centered on SB 1383 and other recycling regulations.
- Prepares a variety of studies, reports and related information for decision-making purposes; conducts research, analysis, and prepares recommendations regarding proposals for programs, grants, services, budget, equipment, etc.
- Prepares and issues encroachment permits, wide-load or overweight permits, or other permits for work in City right-of-way using online Munis program.
- Performs general office reception duties. Explains general rules and regulations, program and procedural information and responds in person and by telephone to inquiries, routine complaints, and problems, takes messages, and/or makes referral to appropriate source(s).
- Performs general office duties to include typing, organizing files, data entry, and record keeping.
- Interact directly and maintain effective working relationships with business owners, management companies, maintenance companies and staff, customers, residents, community groups, and the general public.

- Serves the public at the counter on a regular basis; ensures that permits meet the requirements of the municipal codes, regulations, and restrictions.
- Orders and maintains inventory of office supplies for the department.
- May be required to work some weekends and holidays.
- Perform other related duties as assigned.

## **MINIMUM QUALIFICATIONS**

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

#### **LEVEL 1:**

- Graduation from high school or G.E.D.; AND
- Two (2) years of recent, paid, progressively responsible work experience in a private or public agency involved in regulatory functions, permit processing or a closely related field, which included heavy public contact.

#### **LEVEL 2:**

- Thirty (30) college semester units in a related field; AND
- One (1) years of recent, paid, progressively responsible work experience in a private or public agency involved in regulatory functions, permit processing or a closely related field, which included heavy public contact.

### **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.

## **QUALIFICATION**

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

- Knowledge of City policies and procedures.
- Knowledge of modern office practices
- Knowledge of processes and procedures associated with construction permits.
- Knowledge of records management practices and procedures.
- Knowledge of general computer software applications, including spreadsheets and word processing.
- Knowledge of English usage, spelling, grammar, and punctuation; and basic mathematical principles.
- Knowledge of pertinent federal, state, and local laws, codes, and regulations.
- Knowledge of NPDES and FOG Permitting.
- Ability to deal tactfully and courteously, and to establish and maintain cooperative working relationships with the general public and City staff.
- Ability to type 50 WPM.
- Ability to provide efficient customer service and communicating clearly and objectively both verbally and in writing.
- Ability to effectively prioritize work and exercise independent judgment, wisdom, common sense, and initiative.
- Ability to effectively perform a variety of administrative duties in support of Public Works programs.

- Skill in responding to inquiries and requests for information within established guidelines.

### **PHYSICAL DEMANDS AND WORKING CONDITIONS**

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.

Work is performed in an office environment and in close proximity to other workers. Incumbent shall be exposed to those conditions normally encountered in a business office environment and is occasionally subject to outdoor settings with exposure to diverse weather conditions such as wind, heat, cold, and rain. Physical demands are moderate, consisting primarily of sitting, standing, walking, lifting, and carrying moderately heavy boxes up to 50 pounds and/or utilizing a hand dolly. Incumbent must be able to see and hear in the normal range, with or without correction, and communicate verbally and in written form with great facility, and must be able to be understood. Incumbent must have the stamina to work long hours and overtime, if assigned, and must be willing to work an irregular schedule, which may include weekends, holidays, evenings, and/or varying shifts. Must submit to random drug testing in accordance with the City's drug and alcohol policy.

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

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