



CITY OF HAWTHORNE
Human Resources
4455 W. 126th Street
Hawthorne, CA 90250
(310) 349-2950

www.cityofhawthorne.org

An Equal Opportunity Employer

EMPLOYMENT OPPORTUNITY

WATER OPERATIONS SUPERVISOR

(FULL-TIME/CLASSIFIED)
AN OPEN COMPETITIVE RECRUITMENT

DEPARTMENT: PUBLIC WORKS DEPARTMENT
SALARY: \$6,758- \$10,013 Monthly (HMEA Salary Range 37)
New hires typically start at step 1P
FILING DATE: Open: Monday, December 22, 2025
Closes: CONTINUOUS

EMPLOYMENT APPLICATION:

https://hawthorneca.formstack.com/forms/city_of_hawthorne_application_for_employment

This recruitment may be extended if a sufficient number of qualified applicants for selection testing is not received. Interested applicants are encouraged to apply as soon as possible.

Our City

Proudly Serving the Community for over 100 Years!

Incorporated in 1922, the City of Hawthorne currently has a population of nearly 87,000 within a six square mile area. Ideally located near the Los Angeles International Airport, connected by rail to the Port of Los Angeles and downtown Los Angeles, and surrounded by the San Diego (I-405), Harbor (I-110), and Glenn M. Anderson (I-105) Freeways, the City of Hawthorne could easily be termed the "Hub of the South Bay." By virtue of its location, Hawthorne affords easy, quick access to all that Southern California offers; culture, sports, entertainment, mountains, and beaches. Temperatures in the area are always among the most pleasant in the Los Angeles basin. The City of Hawthorne possesses a shared vision towards the future to create a great city and build an economy, which supports the community's desire for a high quality of life.

THE POSITION

The Water Operations Supervisor works under the general supervisor of the Public Works Director or the designee. The Water Operations Supervisor is responsible for overseeing and administering the City's Operations, Maintenance, and Management (OM&M) contract and Capital Improvement Projects (CIP) for the Hawthorne Municipal Water System. Duties include, but are not limited to contract oversight and administration, operational monitoring, regulatory compliance support, budget oversight, contract development and compliance, capital improvement planning and support, and other related work.

ESSENTIAL FUNCTIONS

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

- Serves as the primary City contract administrator for the Water System OM&M contract.
- Monitors compliance with all contract provisions, performance guarantees, reporting requirements, and regulatory obligations.
- Reviews contractor invoices, CMMS reports, maintenance logs, staffing plans, operational data, and water quality results for accuracy and adherence to contract terms.
- Ensures the contractor meets water quality standards, regulatory reporting deadlines, and operational performance measures.
- Reviews daily, weekly, and monthly system data including production totals, chemical usage, energy consumption, system pressures, storage levels, and emergency events.
- Conducts routine site inspections of wells, treatment equipment, reservoirs, pump stations, and distribution assets to verify contractor performance.
- Participates in operational meetings with the contractor and City staff; troubleshoots operational concerns.
- Ensures contractor compliance with DDW permit requirements and Safe Drinking Water Act standards.
- Coordinates and prepares City-side portions of water quality reporting such as Consumer Confidence Reports, sanitary surveys, and regulatory submissions, etc.
- Verifies contractor cost submissions, maintenance expenditures, and variable cost components.
- Assists in preparing the annual water operations budget, capital improvement planning, and rate-related analysis.
- Reviews and validates contractor recommendations on capital improvements.
- Acts as liaison between the contractor, City Council, Public Works Director, Engineering staff, DDW regulators, and the community.
- Prepares staff reports, updates, and presentations for City management and elected officials.
- Coordinates emergency response actions between the contractor and City staff.
- Reviews asset condition reports, inspection findings, and annual maintenance plans submitted by the contractor.
- Supports long-term planning of system rehabilitation, replacement, and capital projects.
- Assists in developing amendments, renewals, procurement documents, and future OM&M RFPs.
- Ensures the contractor follows all safety, environmental, and security protocols required by City, state, and federal law.

MINIMUM QUALIFICATIONS

Education, Training & Experience

- High School Diploma is required.
- **Bachelor's degree** in Civil Engineering, Environmental Science, Water Technology, or a closely related field is preferred.
- **Three (3) to five (5) years** of responsible experience in water system operations, regulatory compliance, public works contract administration, or water utility management including at least three years of experience in a lead or supervisory capacity.
- Experience working with or overseeing private water utility operators, public agency water systems, or DDW-regulated systems is **highly desirable**.

- Experience analyzing operational data, permits, maintenance plans, or O&M contracts is preferred.

(City may allow substitution of additional years of water operations experience for degree requirement.)

Licenses, Certifications and/or other Special Requirements

Preferred or required depending on classification level:

- **California State Water Resources Control Board Water Distribution Operator Certification (D2) and Water Treatment Operator Certification (T2)** required or must obtain within the first year of appointment.
- **California State Water Resources Control Board D4 Water Distribution Operator**– highly desirable.
- Valid **California Class C Driver's License**.
- Ability to pass a background check, medical exam, and participate in the City's emergency response program.
- ICS/NIMS certification (FEMA ICS-100, ICS-200) within 12 months of hire.
- The employee must be available for on-call, stand by, and emergency call service.
- In the event of a disaster, City of Hawthorne employees are considered disaster service workers and may be asked to protect the health, safety, lives, and people of the State.

RECRUITMENT PROCESS

A complete City application and supplemental questionnaire (if applicable) are required to be considered for any open position and **must be filled out completely**, showing clearly that the minimum qualifications are met. Applications may be accompanied by a resume describing experience, education & training in relation to the requirements of the position, **however resumes will not be accepted in lieu of a City employment application**. Incomplete applications will be rejected from consideration.

The City's employment application is located at www.cityofhawthorne.org. Please complete all the required information as provided on the form. Do not alter the application.

City Hall business hours are Monday through Thursday from 7:30 a.m. to 5:30 p.m. and closed every other Friday. On the alternate Friday, City Hall hours are from 7:30 a.m. to 4:30 p.m. Please contact the Human Resources Department at (310) 349-2950 with any questions regarding this recruitment.

Note: Communications from the Hawthorne Human Resources Office regarding this recruitment will be via email. Please periodically check spam or junk mail folders.

All employment application materials received by the final filing deadline will be reviewed to determine the level and scope of applicant qualifications for the position. All information provided by an applicant is subject to verification.

TESTING & SELECTION PROCESS

All properly completed applications will be reviewed and only the most highly qualified candidates will be invited to continue in the selection process. The selection process may include a supplemental questionnaire, a written test, a performance test, and/or an oral interview to evaluate the applicant's skill, training, and experience. An applicant requiring reasonable accommodation during the testing and selection process must inform the City of Hawthorne Human Resources Department at (310) 349-2950 at least seventy-two (72) hours in advance of the established testing date.

Applicants completing selection testing with acceptable results will qualify to have their name placed on an Eligibility List. The Eligibility List will be considered by the hiring authority to fill current and future vacancies for the position.

VETERANS' PREFERENCE CREDIT

The City of Hawthorne provides Veterans' Preference Credit to qualified candidates who are successful in the examination process. To be eligible for this preference, a legible copy of DD214 upon application filing with the Hawthorne Human Resources Department is required.

COMPENSATION AND BENEFITS

City employee may be eligible to participate in a benefit program including holidays, vacations, savings and retirement plans, health programs, educational reimbursement and other benefits listed in the Hawthorne Municipal Employee Association (HMEA) Memorandum of Understanding. Benefits may change due to employer-employee negotiations. Eligible City employees will participate in a defined benefit retirement plan administered by California Public Employees' Retirement System (CalPers).

For additional details, refer to the City's website: www.cityofhawthorne.org under MOUs & Salary Schedules.

EQUAL EMPLOYMENT OPPORTUNITY POLICY

The City of Hawthorne is an Affirmative Action/Equal Employment Opportunity Employer. We are committed to providing all individuals equal opportunity in employment regardless of age, sex, race, national origin, religion, color, ancestry, marital status, sexual orientation, medical condition, physical or mental disability, or service as a military veteran. Women, minorities and disabled individuals are encouraged to apply.

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