



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

[www.cityofhawthorne.org](http://www.cityofhawthorne.org)

**An Equal Opportunity Employer**

# EMPLOYMENT OPPORTUNITY

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## **MECHANIC ASSISTANT**

(PART-TIME/CLASSIFIED)  
AN OPEN COMPETITIVE RECRUITMENT

**DEPARTMENT: PUBLIC WORKS**

**SALARY: \$23.62/Hourly**

**FILING DATE: Open: Tuesday, January 27, 2026  
Closes: Tuesday, February 10, 2026 by 4:00 P.M.**

### **EMPLOYMENT APPLICATION:**

[https://hawthorneca.formstack.com/forms/city\\_of\\_hawthorne\\_application\\_for\\_employment](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**

Under supervision, assists Mechanics in servicing, adjusting, performing minor repair and preventative maintenance of City vehicles and equipment.

### **ESSENTIAL FUNCTIONS**

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

- Support experienced mechanics in routine maintenance and repairs of city-owned vehicles such as fleet, police cars, and various types of heavy equipment.
- Perform oil changes, lubricate vehicles, tire rotations and other basic services tasks under direct supervision.
- Check mechanical equipment such as batteries, fan belts, air and oil filters, wiper blades, headlights, lamps, tires, and tubes.
- Assist in diagnosing mechanical issues by using diagnostic tools and equipment.

- Maintain shop and equipment in a clean orderly fashion.
- Assist in maintaining an organized inventory of parts and supplies.
- Cleans and washes equipment and vehicles using steam cleaning and other tools.
- Maintains and keep accurate records to ensure that all the equipment and vehicles are receiving periodic maintenance.
- Reports any defects in equipment or vehicles to the appropriate source for repair or adjustment.
- Input data into the computerized maintenance management system (CMMS).
- Retrieve and deliver vehicles, equipment and parts as needed for repairs and maintenance tasks.
- May assist the Equipment Mechanic II or III in making minor and major repairs when needed.
- Adhere to safety protocols and guidelines in all maintenance and repair activities
- Communicate effectively with supervisors and other departmental staff.
- Performs other duties as necessary and required.

## **MINIMUM QUALIFICATIONS**

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

- High school graduation or equivalent.
- One (1) year full-time paid experience in servicing a variety of automotive equipment is preferred.
- Basic knowledge of automotive and equipment maintenance.
- Ability to work well in a team environment.
- Physical ability to lift and move heavy equipment and tools.

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

- Possess a valid California Class C driver's license, safe driving record, and proof of insurance are required at the time of appointment.
- Successfully pass a medical and fingerprint screening.

## **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](http://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 – Part- Time (HMEA- Part -Time) 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](http://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.

