CITY OF HAWTHORNE
Human Resources
4455 W. 126th Street
Hawthorne, CA 90250
(310) 349-2950
www.cityofhawthorne.org
An Equal Opportunity Employer

EMPLOYMENT OPPORTUNITY

City Maintenance Superintendent

(FULL-TIME/CLASSIFIED)
AN OPEN COMPETITIVE RECRUITMENT

DEPARTMENT:	**PUBLIC WORKS DEPARTMENT**
SALARY:	**$7,899- $11,772 Monthly (HMEA Salary Range 45)** *New hires typically start at step 1P*
FILING DATE:	**Open: Monday, March 23, 2026** **Closes: Friday, May 8, 2026 (EXTENDED)**

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 City Maintenance Superintendent works under the general supervision of the Public Works Director/City Engineer and Community Services Director/Deputy Director of Community Services or Community Services Manager or designee. The City Maintenance Superintendent performs a variety of supervisory, administrative, skilled, technical, and maintenance work in the planning, construction, operation, repair, maintenance, and replacement of City sewer, streets, parks, storm drainage facilities, equipment maintenance and building maintenance. The City Maintenance Superintendent manages the following divisions: Equipment, Facilities, Parks, and Streets.

Under general direction, manages, directs and organizes landscaping and maintenance operations in public works, parks, public landscapes, and natural and open space areas; provides day-to-day management, including the preparation of fiscal, administrative and operational reports and recommendations.

ESSENTIAL FUNCTIONS

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

- Plans, coordinate, and oversee citywide maintenance, construction, and repair activities across streets, parks, parkways, trees, sewer systems, storm drainage, vehicle fleets, buildings, and facilities to ensure compliance with safety standards and regulations.

- Oversee city contracts for park maintenance and public works projects, including vendor selection, contract administration, performance monitoring, and ensuring compliance with scope, timelines, and budget requirements.

- Supervises, train, evaluate, and disciplines maintenance personnel, crew leaders, and supervisors performing the duties of maintenance, construction and repair of vehicles, equipment, buildings, water, sewer, streets, parks, parkways, trees, and storm drainage facilities. Provide leadership to improve team performance, safety, and productivity.

- Supervises the control and use of, and assumes responsibility for all materials, supplies and equipment used in the maintenance, construction and repair of equipment, buildings, streets, parks, parkways, trees, water systems, sewer collection, and storm drainage systems and other department facilities.

- Inspects infrastructure systems (streets, sewer, drainage, building, parks, and facilities) to ensure proper functionality and identify maintenance or repairs needs.

- Direct and manage comprehensive maintenance programs for parks, landscaped areas, urban forestry, streets, sewer systems, drainage systems, buildings, and municipal fleet vehicles and equipment.

- Manage and oversee the City's fleet and equipment program, including preventive maintenance, repairs, replacement planning, utilization tracking, and lifecycle cost analysis.

- Supervise the use, control, and maintenance of materials, supplies, tools, and equipment used in public works and parks operations.

- Inspect streets, parks, sewer systems, storm drainage systems, buildings, facilities, and fleet assets to ensure proper operation, safety, and maintenance needs; prioritize and direct corrective actions.

- Develop and maintain preventive maintenance programs for infrastructure, facilities, and fleet vehicles to extend asset life and reduce downtime.

- Requisition supplies and maintain accurate records related to personnel, equipment, materials, and work activities.

- Advise City management, including the Department Heads and other officials, on maintenance operations, infrastructure conditions, fleet needs, and capital improvement priorities.

- Respond to resident inquiries and complaints; evaluate issues, determine responsibility, and coordinate appropriate corrective actions.

- Coordinate with utility companies to locate underground services prior to excavation and ensure safe work practices.

- Communicate with residents and businesses regarding service interruptions, project schedules, and maintenance activities.
- Assist in the preparation of specifications for equipment, vehicles, materials, and contracted services.

- Maintain inventory systems and ensure adequate stock of parts, tools, and materials.

- Maintain records of time, equipment usage, maintenance activities, and operational costs.

- Analyze operational data and prepare reports related to maintenance performance, costs, and efficiency.

- Assist and manage in the development and administration of the department budget and grants; analyze expenditures and recommend improvements.

- Plan and oversee construction and maintenance projects, including streets, sidewalks, drainage improvements, park facilities, and related infrastructure.

- Provide recommendations regarding acquisition and replacement of heavy equipment, vehicles, and tools.

- Ensure compliance with safety regulations by training staff, enforcing procedures, and monitoring work environments.

- Serve as a liaison between field staff and City leadership to support communication, coordination, and workforce effectiveness.

- Direct and manage comprehensive maintenance programs for parks, landscaped areas, urban forestry, streets, sewer systems, drainage systems, building, and fleet vehicles and equipment.

- Plan, prepare, coordinate, and oversee logistical support for community events and programs in collaboration with the Community Services Department, including set up and breakdown of facilities, parks, and event spaces.

- Ensure City facilities and park spaces are properly prepared, maintained, and restored before and after events, coordinating staffing, equipment, and timelines to support safe and successful operations.

- Carries a city issued cell phone after hours and is required to respond to emergency calls from the city.

- May be required to work shifts, weekends, nights, and/or holidays.

MINIMUM QUALIFICATIONS

Education, Training & Experience

Graduation from high school or GED; and Seven (7) years of progressively responsible experience in the construction, maintenance, and repair of streets, parks, sewer systems, storm drainage systems, facilities, and/or vehicles and equipment fleets, including operation of related equipment. Three (3) years of directly related experience in a supervisory capacity. Course level course work is preferred.

Licenses and Certificates:

- Valid California driver's license and ability to maintain insurability under the City's vehicle insurance policy.
- Must possess a California Class B driver's license within one (1) year of employment.
- Must possess Arborist Certification within one (1) year of employment.

For more information on duties and responsibilities of the job classification, see our class specifications on our website.

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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