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

EMPLOYMENT OPPORTUNITY

MAINTENANCE WORKER I - PARKS

(PART-TIME/CLASSIFIED)
AN OPEN COMPETITIVE RECRUITMENT

DEPARTMENT:	**COMMUNITY SERVICES - PARKS**
SALARY:	**$27.54 Hourly**
FILING DATE:	**Open: Monday, August 24, 2026** **Closes: Open until filled by 4:00 P.M.**

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 Worker - Parks, depending on assignment, works under the supervision of a lead worker, crew leader, supervisor or director. The City Maintenance Worker - Parks is an entry level position performing semi-skilled duties related to the repair and maintenance of City property and public right-of-ways at the Community Services Department. **This position may require shift, evening, holiday, and weekend work; and will be assigned in the Community Services Department.**

ESSENTIAL FUNCTIONS

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

- 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.
- Inspects assigned City area for safety issues and possible future work projects, and appropriately marks areas that need to be repaired; responds to emergency situations as required.
- Operates and maintains specialized vehicles and a variety of light, medium, and heavy equipment related to the construction, maintenance, and repair of parks and grounds, streets, or facilities.
- Operates a variety of hand and power tools and equipment related to work assignment as instructed; observes safe work methods and makes appropriate use of related safety equipment.
- Repairs and maintains public facilities, shop and garage areas, storage sites, and other work areas in a clean and orderly condition, including securing equipment upon completion of workday.
- Monitors City premises for graffiti vandalism; utilizes appropriate chemicals and high-pressure equipment to remove graffiti.
- Installs street barricades and cones and controls traffic around work sites, street closures, and special events to ensure safe conditions for the general public and City staff.
- Maintains accurate logs and records of work performed and materials and equipment utilized.
- Estimates quantities needed and recommended selection of materials, replacements, etc. for respective areas.
- Ensures staff compliance with City and mandated safety rules, regulations, and protocols.
- Maintains City parks, open spaces and other City areas, mows, edges, weeds lawns, and other landscaped areas.
- Plants trees, stakes, and re-stakes trees; prunes, or trims hedges, trees, flowers, and shrubs; performs minor tree surgery work.
- Operates stump grinder, chipper, blowers, edgers, hedge trimmers, clippers, sprayers, and other equipment; repairs, installs, and maintains irrigation systems backflow devices, piping and sprinkler heads.
- May be required to work different shifts, weekends and/or holidays.
- Perform other related duties as assigned.

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.
- May have a California class "B" driver's License at the time of employment.
- May have an Aquatic Facility Operator (AFO) License 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 – 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 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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