CREW LEADER - PARK MAINTENANCE
(FULL - TIME CLASSIFIED)
(OPEN - COMPETITIVE)

PAY: $4,418 to $6,502 per month ($25.48 - $37.51 per hour)

OPENED: Monday, May 4, 2020

FILING DEADLINE: Open Until Sufficient Amount of Applications Received
FIRST APPLICATION REVIEW: Thursday, May 21, 2020 at 5:00 P.M.

THE POSITION
Under general supervision, performs a variety of tasks as a working lead person engaged in the construction and maintenance of City parks spaces, park equipment, park and right of way landscape areas and parks facilities.

SUPERVISION RECEIVED
The Crew Leader – Park Maintenance works under the direct supervision of the Director of Recreation and Community Services or Director of Parks and Recreation or designee.

ESSENTIAL FUNCTIONS
The following is a list of typical duties assigned to the Crew Leader - Park Maintenance. The duties included on this list are examples and are not intended to be all-inclusive or restrictive:

- Supervises and works collaboratively with a small crew engaged in construction and maintenance of City park spaces, park equipment, park and right of way landscape areas and park facilities.
- Operates and helps maintain applicable motorized heavy equipment utilized in park maintenance projects.
- Responsible for the construction and renewing of park facilities.
- Identifies and prioritizes work, schedules and assigns work to designated crew.
- Ensures efficient, timely and safe completion of assigned projects.
- Ensures that the necessary materials, supplies and equipment are available through inventory management.
- Ensures the proper maintenance of equipment utilized and issued for assigned projects.
- Maintains accurate records and logs of work performed, equipment and staffing usage.
- Responsible for training, assigning, reviewing and evaluating the work of assigned crew.
- When necessary is responsible for initiating corrective action.
- Maintains effective working relationships with the general public, supervisors and subordinates.
- Performs other related work as requested and assigned.
QUALIFICATIONS

**Education, Training, & Experience:** Graduation from high school or G.E.D.; and four (4) years of direct and relevant experience working and supervising in the field of maintenance and construction with respect to park spaces, park equipment, parks and right of way landscape and park facilities.

**Certification/License:** Possess and maintain a valid class B California Commercial Driver’s License. Possession of the Work Zone Safety Certification or must obtain this certification within the first six (6) months of employment. Certified Playground Safety Inspector (CPSI) Certification is highly desirable. Certified Backflow Prevention Assembly Tester Certification is highly desirable. Arborist Certification is highly desirable.

TESTING PROCESS

The required application materials may be obtained at www.cityofhawthorne.org.

**COMPLETED APPLICATIONS MAY BE SUBMITTED VIA E-MAIL AT HR@CITYOFHAWTHORNE.ORG OR BY FAX AT 310-978-9860.**

Note: A resume will not be accepted in lieu of the completed required City application form.

All applications will be reviewed and evaluated on the basis of information submitted at the time of filing to determine the level and scope of the candidate’s preparation for the position. All information supplied by an applicant is subject to verification. The acceptance of an application for the position depends on whether or not an applicant clearly meets the qualifications for the position as stated above. Incomplete applications may be rejected from consideration.

SELECTION PROCESS

Those applicants who most closely match the desired qualifications will be invited to participate in the examination process which may consist of a performance assessment (40%) and an oral appraisal examination (weighted 60%) to assess the applicant’s knowledge, education, experience, and general ability to perform the essential functions of the position. An applicant requiring reasonable accommodation during the selection process due to a qualified disability must inform the City of Hawthorne Human Resources Department at (310) 349-2950 or at least 72 hours in advance of the established testing date.

Candidate(s) who complete the testing and selection process with acceptable results will be considered by the Department hiring authority. Prior to an employment offer, an extensive background check is conducted which includes prior drug use history, driving record, employment reference checks and fingerprinting through the California Department of Justice. A pre-placement medical examination may be conducted upon issuance of a conditional offer of employment.

To receive Veteran’s Preference, proof of your honorable discharge must be submitted at the time of filing the City application (Copy of DD214).

BENEFITS

**The City of Hawthorne offers an excellent benefits package including CalPERS retirement, comprehensive medical insurance, city paid vision, optional dental and other supplementary benefits. The city also provides educational reimbursement, retention pay, 12 paid holidays, 40 hours of personal time as well as vacation and sick time accruals.**

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