



CITY OF LAWNDALE

EMPLOYMENT OPPORTUNITY

MAINTENANCE SUPERVISOR

SALARY: \$6,269 - \$7,619 PER MONTH PLUS BENEFITS

OPEN: JUNE 11, 2018

CLOSE: JULY 17, 2018

Please read flyer thoroughly prior to completing and submitting the employment application

ABOUT THE POSITION: Under direct supervision, plans, assigns, coordinates and supervises the work of skilled and semiskilled staff engaged in the maintenance of streets, buildings, grounds and landscaping maintenance projects.

EXAMPLE OF DUTIES: Essential duties include, but are not limited to: Supervises the day to day activities of staff assigned to street, building, grounds and landscape maintenance; reviews plans and specifications of work to be performed; estimates time, material and labor required to complete projects; coordinates work activities or exchange of information with contractors and City personnel; receives, investigates and responds to requests, complaints, and questions and recommends corrective action; evaluates operations and activities of the division and recommends improvements; establishes and monitors maintenance schedules; prepares reports on operations and activities; monitors issuance and repair of tools, vehicles and equipment and ensures items are properly maintained; prepare and approve requisitions; instructs and assists in work involving difficult and skilled tasks; maintains and prepares records of work activities and time worked; instructs staff in proper and safe use of equipment and tools; prepares budget estimates, monitors results throughout the year and recommends purchase of supplies and equipment; selects staff and provides or coordinates staff training and works with employees to correct deficiencies; perform other related duties as assigned.

SELECTION PROCEDURE

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Applications are being accepted immediately. Please submit an official City Employment Application and resume to the City of Lawndale's Administrative Services/Personnel Department. Resumes are accepted but **NOT** in lieu of an official City Application. All application materials will be screened and only the most qualified applicants, as reflected by their application materials, will be invited to participate in the selection process expected to consist of, but not limited to: application review and evaluation, written/ performance exercise, interview board, etc. Candidates that require special accommodation due to a disability are encouraged to request accommodations prior to the closing date. Applications may be obtained from the City website at www.lawndalecity.org or by contacting the City of Lawndale at (310) 973-3200. **EOE.**

MINIMUM REQUIREMENTS

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Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be: High school diploma, or its equivalent, supplemented with specialized training in the maintenance field AND six (6) years or more experience in public works, construction, street maintenance and/or landscape work; two (2) years or more in a supervisory or lead capacity. Strong consideration will be given to those that have five (5) or more years of supervisory experience. Possession of a valid California Class C Driver's License and Certificate of Automobile Insurance for Personal Liability is required. **KNOWLEDGE OF:** Principles and practices of public works operations, equipment, methods, materials and work practices of street, landscape and building maintenance and construction activities; safety rules and procedures; supervision, training and performance appraisal; computer systems and software. **ABILITY TO:** Direct day-to-day operations of a building, street and landscape maintenance program; provide daily leadership to public works crews; analyze safety hazards and follow safety rules and procedures; operate a variety of public works equipment; manage and organize multiple projects to meet deadlines; maintain and prepare records and reports; establish and maintain effective and cooperative working relationships; train, supervise and motivate staff; communicate effectively in writing and orally. On a continuous basis walk and stand; frequently use hands, fingers, bend, squat, climb, kneel, reach, drive a vehicle, talk and hear; occasionally sit and lift or move up to 75 pounds; close vision, and ability to adjust focus; moderate to loud noise level; regularly works indoor and outdoor conditions.



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14717 Burin Avenue, Lawndale, CA 90260 ♦ (310) 973-3200 ♦ www.lawndalecity.org

THANK YOU FOR EXPRESSING INTEREST IN OUR CITY! LAWNSDALE, HEART OF THE SOUTH BAY!

ABOUT LAWNSDALE

Lawnsdale is centrally located in the Centinela Valley of Los Angeles County, approximately fifteen miles southwest of downtown Los Angeles and five miles east of the Pacific Ocean. Lawnsdale is an urbanized area of predominately single - family homes, encompassing 1.9 square miles. The City enjoys a moderate climate with a yearly average temperature of approximately 68 degrees. The population is approximately 35,000.

The City of Lawnsdale was incorporated on December 28, 1959, as a general law city. The City has a council-manager form of government with an elected Mayor and four Councilmembers and a full-time appointed City Manager. The City is a contract city with police and fire services provided by Los Angeles County. There are about 60 full and part-time customer-oriented City staff to provide remaining City services.

EMPLOYMENT PROCEDURES

An original City Employment Application must be received by the Personnel Department located at 14717 Burin Avenue, Lawnsdale, California, 90260 by 6:00 p.m. on the closing date noted on the front side of this job flyer. **Incomplete, late or illegible applications will be disqualified and will not be accepted.**

Candidates should refer to Selection Procedures on the front of this flyer for the examination process. Eligibility lists remain active for a period of one year. Any candidate on the eligibility list may be selected to fill a vacancy for the same or similar position. Candidates chosen to fill vacancies will be required to pass a physical examination (which includes a drug/alcohol test) and a background investigation (which includes fingerprinting). Candidates must be able to provide documentation which authorizes their legal right to work in the United States in compliance with the Immigration Reform and Control Act of 1986 upon hire. Employees chosen to fill a vacancy must serve a 12 month probationary period and can be released from service with or without cause during the probationary period.

The City of Lawnsdale is an Equal Opportunity Employer which does not discriminate against applicants based on their race, skin color, gender, religion, sexual orientation, or disability. Please notify the Personnel Department prior to the final filing date should you require special accommodations in the testing process. All employees are designated disaster service workers in the event of an emergency or natural disaster that threatens the life, health and/or safety of the public.

EMPLOYEE BENEFITS (May not apply to all positions):

RETIREMENT– The City contracts with the California Public Employee’s Retirement System (CalPERS), in compliance with Public Employees’ Pension Reform Act (PEPRA). The City offers 2%@55 formula for “classic members” and 2%@62 formula for “new members.” The City does not participate in Social Security.

BENEFITS – The City provides extensive health benefits for full-time employees, through a flexible benefit spending plan coordinated with IRS Section 125; and a wellness reimbursement program (\$100 per fiscal year).

WORK SCHEDULE – The City offers varying work schedules to include 5/40, 9/80 and 4/10 work schedule. City Hall is open Monday through Thursday 7:00 a.m. to 6:00 p.m., although many facilities operate during evenings and weekends.

LEAVES – 6 paid Holidays plus varying number of Floating Holidays arising out of 4/10 plan provisions; 10 days of Vacation Leave; 8 - 10 hours per month of Sick Leave.

LIFE INSURANCE – All full-time employees receive a life insurance policy.

LONG TERM DISABILITY – Employees are covered by disability insurance which will provide income for an employee who is totally disabled from injury or accident.

DEFERRED COMPENSATION – The City offers various programs that allow full-time employees to voluntarily defer pre-tax earnings into a savings account. The program is mandatory for all part-time employees in lieu of Social Security.

CREDIT UNION – Members have access to loans and low interest rates and good savings programs.

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