

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the City Clerk's office at (310) 618-2780. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting. [28CFR35.102-35.104 ADA Title II]

Direct questions or concerns to the Commission Liaison at (310) 618-2967 or individual department head prior to submission to the Commission. Parties will be notified if the complaint will be included on a subsequent agenda.

The Civil Service Commission is an advisory body to the City Council that meets on the second and fourth Mondays of each month at 6:00 p.m. in the Council Chambers and on other Mondays as required. All meetings are open to the public except for those portions related to personnel issues that under law may be considered in closed session.

**TORRANCE CIVIL SERVICE COMMISSION AGENDA  
MONDAY, JULY 14, 2025  
REGULAR MEETING  
6:00 P.M. IN LeROY J. JACKSON COUNCIL CHAMBER  
AT 3031 TORRANCE BL.**

**CIVIL SERVICE COMMISSION MAY TAKE ACTION ON ANY ITEM  
LISTED ON THE AGENDA**

**1. CALL MEETING TO ORDER**

**ROLL CALL:** Commission members Adelsman, Hamada, Kartsonis, Kohus, Lohnes, Sasaki, Chair Herring

**2. FLAG SALUTE:**

**3. REPORT OF STAFF ON THE POSTING OF THE AGENDA**

The agenda was posted on the Public Notice Board at 3031 Torrance Bl. and on the City's Website on Thursday, July 10, 2025.

**4. ANNOUNCEMENT OF WITHDRAWN, DEFERRED, AND/OR SUPPLEMENTAL ITEMS**

**5. ORAL COMMUNICATIONS**

*This portion of the meeting is reserved for comment on items under the Consent Calendar or items that are not on the agenda. Under the Ralph M. Brown Act, Commissioners cannot act on items raised during public comment, but may respond briefly to statements made or questions posed; request clarification; or refer the item to staff. Speakers under this Public Comment period will have no longer than 1 minute per speaker. Speakers please turn off or leave your cellular phone when you come to the podium to speak.*

**6. CONSENT CALENDAR**

*Matters listed under the Consent Calendar are considered routine and will be enacted by one motion and one vote. There will be no separate discussion of these items. If discussion is desired, that item will be removed by a Commissioner from the Consent Calendar and considered separately.*

**6A. Approve Civil Service Commission Minutes.**

Recommendation of Civil Service Manager that your Honorable Body approve the Civil Service Commission minutes of May 12, 2025, May 19, 2025, and June 9, 2025.

**6B. Accept and File Employee Transition Report for June 2025.**

Recommendation of Civil Service Staff that your Honorable Body accept and file the Employee Transition Report for the month of June 2025.

**6C. Approve the Examination for Police Lieutenant.**

Recommendation of the Human Resources Director that your Honorable Body approve conducting the Police Lieutenant examination on a promotional basis consisting of the following exam components and weights: Application Review (Qualifying), Performance Test (90%), and Oral Interview (10%). Staff is requesting approval for a six-month eligible list.

**6D. Approve the Examination for Police Sergeant.**

Recommendation of the Human Resources Director that your Honorable Body approve conducting the Police Sergeant examination on a promotional basis consisting of the following exam components and weights: Application Review (Qualifying), Written Test (25%), Performance Test (65%), and Oral Interview (10%). Staff is requesting approval for a six-month eligible list.

**6E. Approve the Examination for Senior Building Inspector.**

Recommendation of the Human Resources Director that your Honorable Body approve conducting the Senior Building Inspector examination on an open basis consisting of the following exam components and weights: Application Review (Qualifying), Performance Test/Work Sample (30%), and an Oral Interview (70%). Staff is requesting approval for a six-month eligible list.

**7. ADMINISTRATIVE MATTERS**

**7A. Appoint Civil Service Commission Chair, Civil Service Commission Vice-Chair, and members of Employee Relations Committee for Fiscal Year 2025-2026.**

Recommendation of Civil Service Staff that:

1. Your Honorable Body appoint a Chair for Fiscal Year 2025 – 2026,
2. The Chair-elect appoints a Vice-Chair for Fiscal Year 2025 – 2026,
3. The Chair-elect appoints members of the Employee Relations Committee for Fiscal Year 2025 – 2026.

**7B. Approve Revised Class Specification for Lead Maintenance Worker.**

Recommendation of the Human Resources Director that your Honorable Body approve the revised class specification for Lead Maintenance Worker and forward it to the City Council for approval.

**8. HEARINGS**

No Business to Consider.

**9. CLOSED SESSION**

No Business to Consider.

**10. COMMISSION ORAL COMMUNICATION**

**11. ADJOURNMENT**

**11A.** Adjournment of Civil Service Commission Meeting to Monday, July 28, 2025 at 6:00 p.m. in the Council Chamber.



**MINUTES OF A REGULAR MEETING OF THE  
TORRANCE CIVIL SERVICE COMMISSION**

**1. CALL TO ORDER**

The Torrance Civil Service Commission convened in a regular meeting at 6:00 p.m. on Monday, May 12, 2025, in the LeRoy J. Jackson Council Chambers at 3031 Torrance Boulevard Torrance, CA 90503.

**ROLL CALL/MOTION FOR EXCUSED ABSENCE**

Present: Commissioners Adelsman, Hamada, Kartsonis, Kohus, Lohnes, Sasaki and Chair Herring

Absent: None

Also Present: Deputy City Attorney Gonzaque, Counsel for the Commission, Senior Human Resources Analyst Chaparro, Senior Human Resources Technician Arechiga, Human Resources Technician Pietrantonio.

**2. FLAG SALUTE**

The Pledge of Allegiance was led by Chair Herring.

**3. REPORT ON THE POSTING OF THE AGENDA**

Senior Human Resources Analyst Chaparro stated that the agenda for the Civil Service Commission was posted on the Public Notice Board and on the City's website on Thursday, May 8, 2025.

**4. ANNOUNCEMENT OF WITHDRAWN, DEFERRED AND/OR SUPPLEMENTAL ITEMS**

Senior Human Resources Analyst Chaparro stated that there was supplemental material for Item 6B, which had been provided to Commissioners.

**5. ORAL COMMUNICATIONS #1**

None.

**6. CONSENT CALENDAR**

**6A. Approve Civil Service Commission Minutes for January 27, 2025, February 10, 2025, February 14, 2025, February 24, 2025, March 3, 2025, March 5, 2025, March 10, 2025, March 24, 2025 and March 31, 2025.**

Approved.

**6B. Accept and File Employee Transition Report for January, February, March and April 2025**

Approved.

**6C. Approve the Examination for Accounting Supervisor**

Removed for separate consideration.

**6A**

**6D. Approve the Examination for Public Works Supervisor (Streetscape)**

Removed for separate consideration

Commissioner Lohnes Adelsman requested that Items 6C and 6D be pulled for separate consideration.

**MOTION:** Commissioner Sasaki moved to approve Items 6A and 6B; motion was seconded by Commissioner Hamada. The motion passed by a roll call vote.

**6C. Approve the Examination for Accounting Supervisor**

In response to questions from Commissioner Lohnes, Principal Human Resources Analyst Melgoza explained that the request for the examination to be open and continuous, was to allow for more flexibility in the time allotted for the recruitment, as it was very difficult to fill the position and it might take some time before a candidate could be found.

Commissioner Lohnes stated her preference that position not be continuous and that once a candidate was selected the recruitment would close, which would allow for more transparency in the process. Principal Human Resources Analyst Ortiz explained that if any changes were needed in the recruitment, the list or weighting of the exam, then the examination would come back before the Commission.

Commissioner Adelsman stated that she did not agree with an open, continuous position.

Responding to a question from Commissioner Kohus, Principal Human Resources Analyst Ortiz explained that in an open recruitment, not continuous, the recruitment would close when the examination had been completed and an eligible list had been created.

Commissioner Kohus confirmed that she was not in favor of a continuous recruitment, as it would circumvent the Commission's oversight of the process.

Senior Human Resources Analyst Chaparro explained that with a continuous recruitment, the department would be able to reopen or continue to accept applications if there were fewer than five applications received, in order to establish the list for the department.

Human Resources Director Khajavi discussed the difficulty in retaining employees, due to work forces changes, pay differences between the public and the private sector and the slowness of the civil service hiring process.

Responding to a question from Commissioner Kartsonis, Accounting Manager Cessor explained that the City had more success with consistently using oral exams instead of written examinations to better assess the soft skills of critical thinking, supervisory ability and interpersonal communication. Principal Human Resources Analyst Ortiz noted that technical skills could be evaluated from the application as well as the during the interview.

Principal Human Resources Analyst Ortiz confirmed that the minimum number of candidates for a promotional examination was four. Accounting Manager Cessor noted that there were four employees in the Accounting Department, but reported that not all were interested in the promotional opportunity. Principal Human Resources Analyst Ortiz explained that each time there was a recruitment to fill a vacancy, Human Resources met with the department to determine the number of vacancies, what skill levels and the type of examination was needed.

Commissioner Hamada stated that she was having difficulty in making a decision as some of the criteria seemed too subjective.

Human Resources Director Khajavi explained that Accounting Supervisor position was a special skill set and those currently in the department do not necessarily have those skills and having an open recruitment would allow the department to find someone with the necessary skills. She noted that in a promotional exam would take time, might not provide a sufficient number of qualified candidates and require the department to return to the Commission to request an open examination.

Human Resources Director Khajavi discussed that the department would be recommending changes to the Civil Service code to shorten the time it took to fill positions, to better compete with other hiring agencies.

Senior Human Resources Analyst Chaparro noted that if in the future there were sufficient candidates in the department for a promotional exam, Human Resources would come before the Commission with their recommendations for the exam.

**MOTION:** Commissioner Kohus moved to deny Item 6C: Approve the Examination for Accounting Supervisor; motion was seconded by Commissioner Lohnes. The motion to deny 6C passed by a vote of 4-3.

Ayes: Commissioners: Adelsman, Kartsonis, Kohus, Lohnes  
Noes: Commissioners: Hamada, Sasaki and Chair Herring  
Absent: None

**6D. Approve the Examination for Public Works Supervisor (Streetscape)**

Commissioner Lohnes stated her preference that there not be a continuous recruitment, especially for a position that was promotional.

Principal Human Resources Analyst Ortiz explained that having the recruitment be continuous would allow the position to be filled quickly, without bringing it back to the Commission, if needed.

Luis Ochoa, Landscape Manager/City Arborist explained that the last time the position had been filled was over three years ago and noted that employees were no longer remaining with the City as long as they had in the past. He discussed that it was important to fill the positions quickly, as vacancies made the job more difficult on the remaining staff. He confirmed that existing staff would qualify to apply for the position.

In response to a question from Commissioner Lohnes, Luis Ochoa, Landscape Manager/City Arborist noted that the exam had been changed to an oral interview to better determine the customer service abilities of the candidates.

Responding to a question from Commissioner Kohus, Principal Human Resources Analyst Ortiz explained that if the order was approved for continuous recruitment, then it would not come back before the Commission unless there was a change in exam components, exam weights, eligibility list length or whether it was to be open or promotional.

Commissioner Adelsman stated that she would prefer that the exam not be continuous.

**MOTION:** Commissioner Lohnes moved to deny Item 6D: Approve the Examination for Public Works Supervisor (Streetscape); motion was seconded by Commissioner Kohus. The motion to deny 6D failed by a vote of 3-4.

Ayes: Commissioners: Adelsman, Kohus, Lohnes  
Noes: Commissioners: Hamada, Kartsonis, Sasaki and Chair Herring  
Absent: None

**MOTION:** Commissioner Hamada moved to approve Item 6D: Approve the Examination for Public Works Supervisor (Streetscape); motion was seconded by Chair Herring. The motion passed by a vote of 5-2.

Ayes: Commissioners: Adelsman, Hamada, Kartsonis, Sasaki and Chair Herring  
Noes: Commissioners: Kohus and Lohnes

Absent: None.

7. **ADMINISTRATIVE MATTERS**

No Business to Consider.

8. **HEARING**

No Business to Consider.

9. **CLOSED SESSION**

No Business to Consider.

10. **COMMISSION ORAL COMMUNICATIONS**

None.

11. **ADJOURNMENT**

11A. **Adjournment of Civil Service Commission meeting to Monday, June 9, 2025**

**MOTION:** At 7:09 p.m., Commissioner Hamada moved to adjourn the meeting to Monday, June 9, 2025 at 6:00 p.m. in the Council Chamber and was seconded by Commissioner Sasaki. The motion passed by a roll call vote.

DRAFT SUBJECT TO APPROVAL MINUTES

May 19, 2025

**MINUTES OF A SPECIAL MEETING OF THE  
TORRANCE CIVIL SERVICE COMMISSION**

**1. CALL TO ORDER**

The Torrance Civil Service Commission convened in a special meeting at 6:00 p.m. on Monday, May 19, 2025, in the LeRoy J. Jackson Council Chamber at 3031 Torrance Boulevard Torrance, CA 90503

**ROLL CALL/MOTION FOR EXCUSED ABSENCE**

Present: Commissioners Adelsman, Hamada, Kohus, Lohnes, Sasaki and Chair Herring

Absent: Absent Commissioner Kartsonis

Also Present: Deputy City Attorney Gonzague, Counsel for the Commission,  
Civil Service Manager Cohen,  
Senior Human Resources Analyst Chaparro,  
Senior Human Resources Technician Arechiga.

**MOTION:** Commissioner Kohus moved to approve the excused absence of Commissioner Kartsonis; motion was seconded by Commissioner Sasaki. The motion passed by a roll call vote. (Absent Commissioner Kartsonis)

**2. FLAG SALUTE**

The Pledge of Allegiance was led by Commissioner Sasaki.

**3. REPORT ON THE POSTING OF THE AGENDA**

Senior Human Resources Analyst Chaparro stated that the agenda for the Civil Service Commission was posted on the Public Notice Board and on the City's website on Wednesday May 14, 2025.

**4. ANNOUNCEMENT OF WITHDRAWN, DEFERRED AND/OR SUPPLEMENTAL ITEMS**

Senior Human Resources Analyst Chaparro stated that there no items.

**5. ORAL COMMUNICATIONS #1**

None

**6. CONSENT CALENDAR**

**6A. Approve the Examination for Accounting Supervisor**

Approved

**MOTION:** Commissioner Hamada moved to approve Item 6A; motion was seconded by Commissioner Kohus. The motion passed by a roll call vote. (Absent Commissioner Kartsonis)

**7. ADMINISTRATIVE MATTERS**

No Business to Consider.

**8. HEARING**

No Business to Consider.

**9. CLOSED SESSION**

No Business to Consider.

**10. COMMISSION ORAL COMMUNICATIONS**

None

**11. ADJOURNMENT**

**11A. Adjournment of Civil Service Commission meeting to Monday, June 9, 2025**

**MOTION:** At 6:05 p.m., Commissioner Hamada moved to adjourn the meeting to Monday, June 9, 2025 at 6:00 p.m. in the LeRoy J. Jackson Council Chamber and was seconded by Commissioner Sasaki. The motion passed by a roll call vote. (Absent Commissioner Kartsonis)

DRAFT SUBJECT TO APPROVAL MINUTES

June 9, 2025

**MINUTES OF A REGULAR MEETING OF THE  
TORRANCE CIVIL SERVICE COMMISSION**

**1. CALL TO ORDER**

The Torrance Civil Service Commission convened in a regular meeting at 6:00 p.m. on Monday, June 9, 2025, in the LeRoy J. Jackson Council Chamber at 3031 Torrance Boulevard 3031 Torrance Boulevard

**ROLL CALL/MOTION FOR EXCUSED ABSENCE**

Present: Commissioners Adelsman, Kartsonis, Lohnes and Chair Herring

Absent: Absent Commissioners Hamada, Kohus and Sasaki

Also Present: Deputy City Attorney Litvin, Counsel for the Commission,  
Civil Service Manager Cohen,  
Senior Human Resources Analyst Chaparro,  
Human Resources Technician Pietrantonio.

**MOTION:** Commissioner Adelsman moved to approve the excused absences of Commissioners Hamada, Kohus and Sasaki; motion was seconded by Commissioner Kartsonis. The motion passed by a roll call vote. (Absent Commissioners Hamada, Kohus and Sasaki)

**2. FLAG SALUTE**

The Pledge of Allegiance was led by Commissioner Adelsman.

**3. REPORT ON THE POSTING OF THE AGENDA**

Senior Human Resources Analyst Chaparro stated that the agenda for the Civil Service Commission was posted on the Public Notice Board and on the City's website on Wednesday June 4, 2025.

**4. ANNOUNCEMENT OF WITHDRAWN, DEFERRED AND/OR SUPPLEMENTAL ITEMS**

Senior Human Resources Analyst Chaparro stated that there no items.

**5. ORAL COMMUNICATIONS #1**

A member of the public spoke.

**6. CONSENT CALENDAR**

**6A. Approve Civil Service Commission Minutes for April 14, 2025 and April 28, 2025**

Approved

**6B. Accept and File Employee Transition Report for May 2025**

Approved

**6C. Approve the Examination for Storekeeper**

Approved

**MOTION:** Commissioner Adelsman moved to approve Items 6A, 6B and 6C; motion was seconded by Commissioner Lohnes. The motion passed by a roll call vote. (Absent Commissioners Hamada, Kohus and Sasaki)

**7. ADMINISTRATIVE MATTERS**

**7A. Approve Protest of the Eligible List for Associate Engineer**

Chair Herring stated that the individual had requested a closed session.

There was no public comment.

The Commission recessed from 6:05 p.m. to 6:06 p.m. to close the meeting.

**MOTION:** Commissioner Adelsman moved to approve the protest of the Eligible List for Associate Engineer; motion was seconded by Commissioner Lohnes. The motion passed by a roll call vote. (Absent Commissioners Hamada, Kohus and Sasaki)

The Commission reconvened to open session at 6:20 p.m.

Deputy City Attorney Litvin announced that the Commission, by a vote of 4-0 had approved the protest of the eligible list for Associate Engineer. (Absent Commissioners Hamada, Kohus and Sasaki)

**7B. Deny Protest of the Eligible List for Recreation Supervisor**

Chair Herring stated that the individual had requested a closed session.

There was no public comment.

The Commission recessed from 6:21 p.m. to 6:22 p.m. to close the meeting.

**MOTION:** Commissioner Adelsman moved to deny the protest of the Eligible List for Recreation Supervisor; motion was seconded by Commissioner Kartsonis. The motion passed by a roll call vote. (Absent Commissioners Hamada, Kohus and Sasaki)

The Commission reconvened to open session at 6:27 p.m.

Deputy City Attorney Litvin announced that the Commission, by a vote of 4-0 had denied Item 7B, the protest of the eligible list for Recreation Supervisor. (Absent Commissioners Hamada, Kohus and Sasaki)

**8. HEARING**

No Business to Consider.

**9. CLOSED SESSION**

Civil Service Manager Cohen requested that Items 9A and 9B be withdrawn from consideration.

**10. COMMISSION ORAL COMMUNICATIONS**

None

**11. ADJOURNMENT**

**11A. Adjournment of Civil Service Commission meeting to Monday, June 23, 2025**

**MOTION:** At 6:29 p.m., Commissioner Lohnes moved to adjourn the meeting to Monday, June 23, 2025 at 6:00 p.m. in the LeRoy J. Jackson Council Chamber and was seconded by Commissioner Adelsman. The motion passed by a roll call vote. (Absent Commissioners Hamada, Kohus and Sasaki)

DRAFT SUBJECT TO APPROVAL MINUTES

Honorable Chair and Members  
of the Civil Service Commission  
City Hall  
Torrance, California

**Honorable Members:**

**SUBJECT: ACCEPT AND FILE EMPLOYEE TRANSITION REPORT FOR JUNE 2025**

**RECOMMENDATION:**

Recommendation of Civil Service Staff that your Honorable Body accept and file the Employee Transition Report for the month of June 2025.

**BACKGROUND/ANALYSIS:**

The Employee Transition Report for June 2025 is attached for your information and review.

Respectfully submitted,



Neyda Arechiga  
Senior Human Resources Technician

CONCUR:



Brianne Cohen  
Civil Service Manager

Attachment: A) Employee Transition Report for June 2025

**6B**

**EMPLOYEE TRANSITION REPORT  
JUNE 2025**

This report includes all internal promotions, internal transfers, and new hires throughout the City.

**INTERNAL PROMOTIONS**

FROM TITLE	DEPARTMENT	TO TITLE	DEPARTMENT
Air Conditioning/Heating Technician	General Services	Air Conditioning/Heating and Electrical Supervisor	General Services
Apprentice Relief Bus Operator	Transit	Relief Bus Operator	Transit
Apprentice Relief Bus Operator	Transit	Relief Bus Operator	Transit
Management Assistant	Finance	Staff Assistant	Finance
Planning Assistant	Community Development	Planning Associate	Community Development
Program Specialist	Community Services	Instructor I	Community Services
Relief Bus Operator	Transit	Bus Operator	Transit
Relief Bus Operator	Transit	Bus Operator	Transit

**NEW HIRES**

TITLE	DEPARTMENT
Administrative Assistant	General Services
Ambulance Operator	Fire
Ambulance Operator	Fire
Ambulance Operator	Fire
Ambulance Operator	Fire
Ambulance Operator	Fire
Apprentice Relief Bus Operator	Transit
Apprentice Relief Bus Operator	Transit
Apprentice Relief Bus Operator	Transit
Apprentice Relief Bus Operator	Transit
Apprentice Relief Bus Operator	Transit
Apprentice Relief Bus Operator	Transit
Apprentice Relief Bus Operator	Transit
Apprentice Relief Bus Operator	Transit
Apprentice Relief Bus Operator	Transit
Apprentice Relief Bus Operator	Transit
Apprentice Relief Bus Operator	Transit
Apprentice Relief Bus Operator	Transit
Apprentice Relief Bus Operator	Transit
Equipment Attendant	Transit
Facilities Operations Attendant	General Services
Instructor I	Community Services
Instructor I	Community Services
Instructor I	Community Services
Instructor I	Community Services

**NEW HIRES CONT.**

Management Aide	City Manager's Office
Management Aide	City Manager's Office
Management Aide	Community Development
Management Aide	Community Development
Management Aide	Community Services
Management Aide	Community Services
Management Aide	General Services
Permit Center Supervisor	Community Development
Police Officer Recruit	Police
Police Officer Recruit	Police
Program Leader	Community Services
Program Leader	Community Services
Program Leader	Community Services
Program Leader	Community Services
Program Leader	Community Services
Program Leader	Community Services
Program Leader	Community Services
Program Leader	Community Services
Relief Bus Operator	Transit
Relief Bus Operator	Transit
Relief Bus Operator	Transit
Relief Bus Operator	Transit
Risk Manager	Finance
Theater Technician	General Services
Transit Service Attendant	Transit
Transit Service Attendant	Transit
Transit Service Attendant	Transit

Honorable Chair and Members  
of the Civil Service Commission  
City Hall  
Torrance, California

**Honorable Members:**

**SUBJECT: APPROVE THE EXAMINATION FOR POLICE LIEUTENANT**

**RECOMMENDATION**

Recommendation of the Human Resources Director that your Honorable Body approve conducting the Police Lieutenant examination on a promotional basis consisting of the following exam components and weights: Application Review (Qualifying), Performance Test (90%), and Oral Interview (10%). Staff is requesting approval for a six-month eligible list.

**BACKGROUND/ANALYSIS**

There is no current eligible list for the classification of Police Lieutenant. There are multiple vacancies due to separation.

A revision to the existing class specification is currently under review and is anticipated to move to the Meet and Confer process. Until the Meet and Confer process can be conducted, the class specification has been reviewed by the Police Department and appropriately reflects the position for the examination process.

The previous exam ordering in 2023 was approved as follows: Application Review (Qualifying) and Performance Test (100%). It was determined that the following weightings were appropriate for this exam: Application Review (Qualifying), Performance Test (90%), and Oral Interview (10%).

There is a sufficient pool of internal candidates to qualify, therefore, a promotional recruitment is recommended.

Respectfully submitted,

HEDIEH KHAJAVI  
HUMAN RESOURCES DIRECTOR

By   
Kelsie B. Alonzo  
Senior Human Resources Analyst

CONCUR:

  
Hedieh Khajavi  
Human Resources Director

NOTED:

  
Brianne Cohen  
Civil Service Manager

Attachment: A) Police Lieutenant Class Specification

6C



City of Torrance  
**POLICE LIEUTENANT**

<b>CLASS CODE</b>	7313	<b>SALARY</b>	\$15,792.40 Monthly \$189,508.80 Annually
<b>BARGAINING UNIT</b>	Torrance Police Commanders' Association	<b>REVISION DATE</b>	November 01, 2002

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**DEFINITION**

Under general supervision, to have responsibility for the activities of a shift or a functional unit or detail performing investigation, patrol, traffic, and juvenile duties; and performs related work as required.

**DISTINGUISHING CHARACTERISTICS / SUPERVISION EXERCISED/RECEIVED**

Distinguished from Police Captains in that an incumbent does not have Bureau responsibility and does not act for the Chief of Police or Deputy Chief in their absence. Distinguished from Police Sergeants, who do not have overall responsibility for a division within the department.

**EXAMPLES OF ESSENTIAL DUTIES**

- Supervises subordinates in the preparation of cases to be presented at inquests or in court;
- Conducts traffic surveys;
- Plans, organizes and directs the work of patrol, services, personnel and research divisions;
- Supervises fingerprinting and booking activities during watch, investigates and supervises the following:
  - Investigating of crimes within the City, including obtaining and preservation of evidence;
  - Conducts interviews;
  - Obtains complaints and warrants;
  - Arraigns defendants;
  - Attends hearings and court proceedings;
  - Assists prosecutor in preparing cases;
  - Contacts other police departments in making investigations;
  - Supervises and searches records for information regarding wanted persons;
  - Prepares general and special investigation reports and correspondence;
  - Determines budgetary and personnel needs of the respective division.

**QUALIFICATION GUIDELINES**

**Education and Experience**

Bachelor's degree or higher from an accredited college or university with major coursework in criminal justice, public or business administration, political science or closely related field; and possession of a POST Advanced Certificate.

The determination of qualified related Bachelor's degrees shall be at the discretion of the Chief of Police.

Six years police work. At least three years of the required experience must have been on the Torrance Police Department. Permanent rank of Sergeant on the Torrance Police Department.

### **Knowledge of**

- (Thorough) police organization and the procedures and regulations of the Torrance Police Department;
- (Thorough) laws of arrest, rules of evidence, penal laws, rights of citizens and courts procedures;
- The provisions of the Vehicle Code, Penal Code and of the local ordinances related to the work of the Police Department;
- Modern police practices and methods.

### **Ability to**

- Plan and direct the work of subordinates;
- Instruct officers in the laws of arrest, rules of evidence, penal laws, rights of citizens, court procedures, and the use of equipment;
- Deal firmly and courteously with subordinates and the public.

### **ESTABLISHED/REVISED DATE**

Revised Date: November 2002

Reviewed Date: July 2020

Department Review Date: October 2021

Department Review Date: September 2023

Department Review Date: July 2025

Honorable Chair and Members  
of the Civil Service Commission  
City Hall  
Torrance, California

**Honorable Members:**

**SUBJECT: APPROVE THE EXAMINATION FOR POLICE SERGEANT**

**RECOMMENDATION**

Recommendation of the Human Resources Director that your Honorable Body approve conducting the Police Sergeant examination on a promotional basis consisting of the following exam components and weights: Application Review (Qualifying), Written Test (25%), Performance Test (65%), and Oral Interview (10%). Staff is requesting approval for a six-month eligible list.

**BACKGROUND/ANALYSIS**

There is no current eligible list for the classification of Police Sergeant. There are multiple vacancies due to separation.

A revision to the existing class specification is currently under review and is anticipated to move to the Meet and Confer process. Until the Meet and Confer process can be conducted, the class specification has been reviewed by the Police Department and appropriately reflects the position for the examination process.

The previous exam ordering in 2023 was approved as follows: Application Review (Qualifying), Written Test (25%), and Performance Test (75%). It was determined that the following weightings were appropriate for this exam: Application Review (Qualifying), Written Test (25%), Performance Test (65%), and Oral Interview (10%).

There is a sufficient pool of internal candidates to qualify, therefore, a promotional recruitment is recommended.

Respectfully submitted,

HEDIEH KHAJAVI  
HUMAN RESOURCES DIRECTOR

By   
Kelsie B. Alonzo  
Senior Human Resources Analyst

CONCUR:

  
Hedieh Khajavi  
Human Resources Director

NOTED:

  
Brianne Cohen  
Civil Service Manager

Attachment: A) Police Sergeant Class Specification

**6D**



City of Torrance  
**POLICE SERGEANT**

<b>CLASS CODE</b>	7312	<b>SALARY</b>	\$11,556.13 - \$13,202.80 Monthly \$138,673.60 - \$158,433.60 Annually
<b>BARGAINING UNIT</b>	Torrance Police Officers Association	<b>REVISION DATE</b>	November 01, 2002

**DEFINITION**

Under work assignment supervision, supervises Police Officers and other personnel; responds to public queries and complaints; and does related work as required.

**DISTINGUISHING CHARACTERISTICS / SUPERVISION EXERCISED/RECEIVED**

Distinguished from Police Officer in that an incumbent does not regularly perform routine patrol and traffic work or do other entry-level police work. Distinguished from Police Lieutenant in that an incumbent does not have responsibility for a division within the department, review performance reports, division budgets and handle department administrative processes.

**EXAMPLES OF ESSENTIAL DUTIES**

- Supervises police officers and other personnel engaged in investigative, patrol, traffic, records, services, juvenile and administrative functions;
- Supervises dispatching of police units and personnel to assist public and investigate complaints;
- Provides information to the public;
- Assists officers and other personnel in performing their required duties;
- Performs inspections;
- Insures compliance with department policies, rules and procedures;
- Counsels subordinates;
- Evaluates employee performance.

**QUALIFICATION GUIDELINES**

**Education and Experience**

Sixty (60) or more college units from an accredited college or university with major coursework in criminal justice, public or business administration, political science, or closely related field; and possession of a POST Intermediate Certificate.

Four years as a Police Officer. At least three years of the required experience must have been completed on the Torrance Police Department at final filing date for promotional examination.

## **License and/or Certificates**

A valid California Motor Vehicle Operator's Class 3 License.

## **Knowledge of**

- Criminal law, laws of arrest;
- Search and seizure procedures;
- Rules of evidence;
- Criminal procedures and court decisions;
- Criminal justice system;
- Criminal investigation, patrol, juvenile and narcotics procedures;
- Traffic enforcement;
- Supervisory and training methods;
- Department rules, regulations and procedures.

## **Ability to**

- Analyze situations and adopt quick, effective and reasonable courses of action;
- Supervise others;
- Understand and follow directions;
- Communicate effectively laws, procedures, rules, regulations, orders, etc., To subordinate personnel and the general public;
- Handle grievances and disciplinary matters.

## **ESTABLISHED/REVISED DATE**

Revised Date: November 2002

Department Review Date: May 2021

Department Review Date: September 2023

Department Review Date: July 2025

Honorable Chair and Members  
of the Civil Service Commission  
City Hall  
Torrance, California

**Honorable Members:**

**SUBJECT: APPROVE THE EXAMINATION FOR SENIOR BUILDING INSPECTOR**

**RECOMMENDATION:**

Recommendation of the Human Resources Director that your Honorable Body approve conducting the Senior Building Inspector examination on an open basis consisting of the following exam components and weights: Application Review (Qualifying), Performance Test/Work Sample (30%), and an Oral Interview (70%). Staff is requesting approval for a six-month eligible list.

**BACKGROUND/ANALYSIS:**

There is no current eligible list for the classification of Senior Building Inspector. There is one (1) vacancy in the Community Development Department due to a promotion.


The Class Specification has been reviewed by the Community Development Department and appropriately reflects the position for the examination process.

The previous examinations in 2025 and 2019 were weighted as follows: Application Review (Qualifying), Written Test (Qualifying), Performance Test/Work Sample (30%), and an Oral Interview (70%). Staff conducted an analysis of the previous exam components and it was determined that the knowledge and core competencies that are required for this position can be more effectively assessed using the following weights: Application Review (Qualifying), Performance Test/Work Sample (30%), and an Oral Interview (70%).

There is not a sufficient pool of internal candidates to qualify, therefore, an open recruitment is recommended.

Respectfully submitted,

HEDIEH KHAJAVI  
HUMAN RESOURCES DIRECTOR

By   
Leallani Stewart  
Human Resources Analyst

CONCUR:

  
\_\_\_\_\_  
Hedieh Khajavi  
Human Resources Director

NOTED:

  
\_\_\_\_\_  
Brianne Cohen  
Civil Service Manager

Attachment: A) Senior Building Inspector Class Specification

**6E**



**City of Torrance**  
**INSPECTOR, BUILDING, SENIOR**

<b>Class Spec Code</b>	3532	<b>Established Date</b>	
<b>Last Revised Date</b>	02/01/1989	<b>Salary Range</b>	\$39.39 - \$47.90 Hourly \$6,827.60 - \$8,302.67 Monthly \$81,931.20 - \$99,632.00 Annually
<b>Bargaining Unit</b>	ETFEA	<b>EEO</b>	EEO4-Technicians
<b>Occupational Group</b>	N/A	<b>FLSA</b>	Non-Exempt
<b>Benefit Code</b>	ETFEA	<b>Physical Class</b>	N/A

**DEFINITION**

Under general supervision to make inspections of buildings and structures of more than average size and complexity in all phases of construction, alteration and repair, for adherence to plans, specifications, and for compliance to the City codes and applicable State laws; to issue permits; to assist in the training of general building inspectors; and to do related work as required.

**DISTINGUISHING CHARACTERISTICS / SUPERVISION EXERCISED/RECEIVED**

This class is distinguished from the Principal Building Inspector in that the incumbent is not responsible for the supervision of subordinate staff. Distinguished from a Building Inspector in that the incumbent inspects the more complex structures such as commercial/industrial projects. Distinguished from Senior Electrical Inspector, Senior Plumbing Inspector and Senior Mechanical Inspector in that the incumbent regularly inspects general building construction and enforces environmental codes and regulations.

**EXAMPLES OF ESSENTIAL DUTIES**

*The following duties represent the principal job duties; however, they are not all inclusive.*

- Inspects buildings and structures of all levels of complexity for conformance to the Building and related codes;
- Checks methods of construction and quality of materials;
- Keeps records and submits reports; issues correction tags;
- Checks plans and specifications on all types of structures; rechecks conformance of plans to correction sheets;
- Insures maintenance of qualified special inspection when such is required;
- Makes occupancy inspections to determine compliance of existing, as well as new, buildings and structures to building, electrical, plumbing and other related codes, laws and the State Housing act;
- Consults with and advises the public, regarding building, electrical, plumbing and other codes, laws and statutes concerning building construction;
- Issues building permits; and
- Assists in training building inspectors in building code enforcement.

## **QUALIFICATION GUIDELINES**

### **Education and Experience**

*Any combination of education and experience that provides the knowledge and abilities required is qualifying. A typical way to obtain the knowledge and abilities would be:*

Five years of experience in building trade construction work and one year of experience as a building inspector for a municipal or county building department; or six years of experience as a building inspector for a municipal or county building department. An International Conference of Building Officials Building Inspector Certificate or certification of inspection technology is desirable.

Equivalent to graduation from high school.

### **Licenses and/or Certificates**

A valid Class 3 California Driver's License.

### **Knowledge of**

- Building, electrical, plumbing, sewer, and related codes;
- Basic principles and techniques of structural building inspection

- Building materials, accepted safety standards and modern methods of building construction;
- College level algebra, trigonometry, statistics and properties of materials.

**Ability to**

- Analyze, interpret, and accurately check building plans and specifications for compliance to codes and structural requirements;
- Prepare clear, comprehensive reports and correction sheets;
- Maintain cooperative working relationships with engineers, architects, contractors, and the general public.

**ESTABLISHED/REVISED DATE**

Revised Date: February 1989

Department Review Date: April 2025, June 2025

Honorable Chair and Members  
of the Civil Service Commission  
City Hall  
Torrance, California

**Honorable Members:**

**SUBJECT: APPOINT CIVIL SERVICE COMMISSION CHAIR, CIVIL SERVICE COMMISSION VICE-CHAIR, AND MEMBERS OF EMPLOYEE RELATIONS COMMITTEE FOR FISCAL YEAR 2025 – 2026.**

**RECOMMENDATION:**

Recommendation of Civil Service Staff that:

1. Your Honorable Body appoint a Chair for Fiscal Year 2025 – 2026,
2. The Chair-elect appoints a Vice-Chair for Fiscal Year 2025 – 2026,
3. The Chair-elect appoints members of the Employee Relations Committee for Fiscal Year 2025 – 2026.

**BACKGROUND AND ANALYSIS:**

Section 13.10.5 of the Torrance Municipal Code (TMC) requires that each fiscal year, members of the Civil Service Commission appoint a Chair to serve for one (1) year and until a successor is appointed.

The practice of your Honorable Body has been that the incoming Chair appoints a Vice-Chair. Additionally, TMC Section 14.8.6 requires the Chair of the Civil Service Commission appoint members of the Employee Relations Committee.

Staff has prepared a history of the previous Commission Chairs, Vice-Chairs/Employee Relations Committee Chairs, and Commissioners appointment dates (Attachment B) to assist the Civil Service Commission in making appointments.

Respectfully Submitted,

By   
Jennica Chaparro  
Senior Human Resources Analyst

CONCUR:

  
Brianne Cohen  
Civil Service Manager

Attachment A: Torrance Municipal Code Sections 13.10.5 and 14.8.6  
Attachment B: Civil Service Commission and Employee Relations Committee Chair History

## **TORRANCE MUNICIPAL CODE SECTIONS 13.10.5 AND 14.8.6**

### **13.10.5 APPOINTMENT OF A CHAIRMAN.**

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At the first meeting of the Commission in every fiscal year, the members shall appoint one (1) of their number as Chairman who shall hold office for one (1) year and until his successor is appointed.

### **14.8.6 EMPLOYEE RELATIONS COMMITTEE.**

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There is hereby established a three (3) member standing committee of the Civil Service Commission to be known as the Employee Relations Committee.

- a) The Committee shall be appointed by the Chairman of the Civil Service Commission but shall not include the Chairman.
- b) The Committee shall elect a Chairman and shall meet, after proper public notice, as required by the provisions of this Article or at the call of the Committee Chairman.
- c) Each of the parties involved in any dispute before the Committee shall have the right to preemptorily challenge one (1) Committee member, who shall then be removed from the Committee while the Committee is considering the pending matter.
- d) The Chairman of the Civil Service Commission shall appoint a temporary replacement for the challenge committee member to serve while the committee is considering the pending matter.

## Civil Service Commission and Employee Relations Committee Chair History

<u>Fiscal Year</u>	<u>Commission Chair</u>	<u>Vice Chair/ERC Chair</u>
2022-2023	Adelsman	Hamada
2023-2024	Hamada	Herring
2024-2025	Herring	Zygielbaum (through 11/25/24)
2024-2025	Herring	Sasaki (appointed 4/28/25)

<u>Office</u>	<u>Commissioner</u>	<u>First Appointment</u>	<u>Current Term Begins</u>	<u>Current Term Expires</u>
Member	Adelsman	07/01/19	07/01/23	06/30/27
Member	Herring	12/01/20	07/01/24	06/30/28
Member	Hamada	07/01/21	07/01/25	06/30/29
Member	Sasaki	07/01/21	07/01/25	06/30/29
Member	Kohus	10/11/22	07/01/23	06/30/27
Member	Lohnes	10/11/22	07/01/24	06/30/28
Member	Kartsonis	03/25/25	03/25/25	06/30/26

Honorable Chair and Members  
of the Civil Service Commission  
City Hall  
Torrance, California

**Honorable Members:**

**SUBJECT: APPROVE REVISED CLASS SPECIFICATION FOR LEAD MAINTENANCE WORKER**

**RECOMMENDATION:**

Recommendation of the Human Resources Director that your Honorable Body approve the revised class specification for Lead Maintenance Worker and forward it to the City Council for approval.

**BACKGROUND/ANALYSIS:**

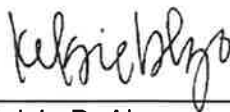
The class specification for Lead Maintenance Worker was last revised in 2009. Staff reviewed the Lead Maintenance Worker class specification and determined that changes were necessary to reflect the current functions of the position.

- The **Definition and Examples of Essential Duties Sections** were revised to reflect the current needs of the position.
- The **Qualification Guidelines Section** was revised and the necessary competencies were added for the position. Core competencies are utilized to provide the capabilities, knowledge, skills, and resources that constitute what is needed to be successful in the classification.
- The **License and/or Certificate Section** was revised to include language that allows incumbents six months upon appointment to obtain a California Class A Driver's License for Parks Division. This language was included for Parks Division as it's the only Division that the Maintenance Worker position is not required to obtain a Class A License. Therefore, allowing six months upon appointment will provide a more qualified internal applicant pool.

Staff has met and conferred with representatives from Torrance Municipal Employees – AFSCME, Local 1117 (TME-AFSCME) who concur with the recommendation before your Honorable Body.

Respectfully submitted,

HEDIEH KHAJAVI  
HUMAN RESOURCES DIRECTOR

By   
Kelsie B. Alonzo  
Senior Human Resources Analyst

CONCUR:

  
Hedieh Khajavi  
Human Resources Director

NOTED:

  
Brianne Cohen  
Civil Service Manager

Attachment: A) Revised Class Specification for Lead Maintenance Worker  
B) Existing Class Specification Lead Maintenance Worker  
C) Organizational Chart of the Community Services Department

**7B**

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## LEAD MAINTENANCE WORKER

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### Definition

Under general supervision, assists, leads, instructs, directs, and monitors the work of a small crew engaged in the maintenance and repair of parks, parkways, medians, trees, recreational and park facilities and City properties; and in the construction, repair and maintenance of City streets; develops and maintains a variety of time and materials records and reports; and performs related work as required in one of the following areas:

- **Park Services:** Leads, instructs, assists, and ensures the safety of a small crew engaged in the care and maintenance of landscape activities or the installation, maintenance and repair of City park facilities and equipment within assigned City parks, and oversees and assists with the inspection, maintenance and basic repair of irrigation systems and park and recreational facilities and equipment.
- **Streetscape:** Leads, instructs, assists, and ensures the safety of a small crew engaged in the care and maintenance of landscape and trees on assigned City medians and parkways; oversees and assists with the calibration, maintenance and basic repair of irrigation systems at those sites; and plans and establishes traffic safety patterns to ensure the safety of the crew and the public.
- **Street Operations:** Leads, instructs, assists and ensures the safety of crews engaged in the construction, repair and maintenance of City streets, sumps and ditches, sidewalks, curbs, gutters, driveway aprons; and performs a variety of skilled construction, maintenance and/or trades work; transports and safely operates a variety of vehicles, tools and complex equipment.

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### Distinguishing Characteristics

This is the lead classification within the Maintenance Worker series. Incumbents in this classification are distinguished from the Maintenance Worker by the responsibility for crew leadership and the safety of assigned work sites; the ability to perform the full range of duties and tasks related to area of assignment; greater complexity of work assignments; a higher level of independent judgment and initiative exercised in the performance of assignments; and the potential impact of erroneous decisions on worker and public safety and operating schedules.

This classification is distinguished from the classifications of Parks Services Supervisor and Public Works Supervisor as these classifications have full supervisory responsibility for the performance of multiple crews engaged in the work of their work division; while the Lead Maintenance Worker has responsibility for the leadership of an assigned crew and job site safety; full supervisory responsibility for crew performance remains with the division supervisor.

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### Supervision Exercised/Received

Receives general supervision from the Public Works Supervisor or a Park Services Supervisor; may provide technical supervision to Maintenance Worker.

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### Examples of Essential Duties

*The following duties represent the principal job duties; however, they may vary depending upon actual assignment and are not all-inclusive.*

- Leads, instructs and assists an assigned crew engaged in the maintenance and repair of parks, parkways, medians, trees, recreational and park facilities and City properties or in the construction, repair and maintenance of City streets, sumps and ditches, sidewalks, curbs, gutters, and driveway aprons.

- Confers with supervisor relative to crew member performance and on deviations from work schedules or assignments.
- Safely transports and operates a variety of vehicles, equipment, and hand and/or power tools related to area of assignment.
- Cleans, greases and visually inspects assigned equipment daily to ensure safe operation.
- Conducts pre and post trip inspection on assigned equipment and tools; reports the need for mechanical maintenance and repair to the supervisor.
- Oversees field maintenance of tools and equipment.
- Develops and maintains time and materials records and prepares periodic and special reports.
- Organizes worksite to ensure availability of needed tools, equipment and materials and to ensure job site safety.
- Responds to requests and inquiries received from the general public and refers for more in-depth responses, as appropriate.

*In addition to the duties listed above, incumbents assigned to the specific areas listed below perform the following:*

#### **Park Services:**

- Leads, instructs, and assists an assigned crew engaged in the planting, cultivation, and maintenance of trees, shrubs, ground cover and grass in assigned City parks and in the inspection, maintenance and basic repair of park and recreational facilities and equipment.
- Oversees and assists a variety of grounds maintenance activities including, mowing, edging, cultivating, planting, and fertilizing lawns and landscaped areas; and the staking of trees as necessary.
- Identifies need for pest, disease and weed control; may assist with the application of pesticides by assisting a certified applicator or makes referral for appropriate treatment.
- Directs and/or installs, maintains and repairs water lines, irrigation and sprinkler systems; changes and adjusts heads and calibrates automatic control systems.

#### **Streetscape:**

- Leads, instructs, and assists an assigned crew engaged in the planting, cultivation, and maintenance of trees, shrubs, ground cover and grass on assigned City medians and parkways
- Identifies need for pest, disease and weed control; may assist with the application of pesticides. ~~by assisting a certified applicator or makes referral for appropriate treatment.~~
- Prepares trees for removal, removes roots and stumps using a stump grinding machine.
- Operates all power equipment necessary to perform tree trimming/landscape operations including: aerial truck, chipper, root grinder, stump grinder, backhoe, skip loader, water truck, and chain saws.
- Uses ~~axes~~, power or hand saws and other basic trimming tools to prune trees, remove limbs and branches.
- Responds to emergency calls for tree ~~and irrigation concerns~~ ~~removal and trimming~~, and takes appropriate action.
- Calibrates, maintains and performs ~~basic~~ repair of irrigation systems at assigned job sites; refers as appropriate for specialized repair.
- Plans and establishes traffic safety patterns, setting up and removing ~~advanced warning~~ signage, cones and barricades as appropriate to ensure job site and public safety.

#### **Street Operations:**

- Leads, instructs and assists an assigned crew engaged in the construction, repair and maintenance of City streets; cutting out, backfilling and compacting patching material; and rolling areas with oil, rock, asphalt and other permanent paving materials after excavations have settled to fill and holes, ditches and cracks in City streets.

- Leads, instructs and assists an assigned crew engaged in the construction of sidewalks, curbs, gutters, driveway aprons, and other areas as assigned. May be required to lead a crew in performing sidewalk ramping and grinding responsibilities.
- Plans and establishes traffic safety patterns, setting up and removing signage, cones and barricades as appropriate to ensure job site and public safety.
- Develops and maintains time and materials records and prepares periodic and special reports.

### Examples of Other Duties

*The following duties represent duties that are generally performed by this position, but are not considered to be principal job duties:*

- Conducts equipment safety training.
- Responds to emergency calls during work and may be subject to call out during non work hours.
- Performs other job-related duties as required.

### Qualification Guidelines

#### Knowledge of

- Basic methods and proper and effective use of hand and power tools, materials and equipment used in maintenance, construction trades and/or gardening.
- Work safety and basic first aid practices.
- Principles of supervision.
- Basic mathematics.
- Standard departmental work procedures.
- Effective public service techniques.
- Defensive driving practices.
- Customer service principles.
- Safety guidelines according to OSHA (Occupational Safety and Health Administration).
- Safety practices related to the use of chain saws and other power tools, vehicle and equipment operation, heavy lifting, and general field operations.
- City and Department Mission including strategic goals and objectives; and
- General City operations.

*In addition to the above, incumbents assigned to the specific areas listed below are also expected to have knowledge of the following:*

#### Park Services

- Proper care and maintenance of plants, trees, grasses, flowers and shrubs.
- Park maintenance procedures.
- Modern methods, techniques, materials used for landscaping and grounds.
- Plant pests and diseases, and methods of control and eradication.
- Water line and irrigation system installation, maintenance and repair.
- Various kinds of soil preparation in planting work and the use of different kinds of fertilizers.

#### Streetscape

- Proper care and maintenance of plants, trees, grasses, flowers and shrubs including planting, pruning, shaping, trimming and maintenance methods and procedures for different tree species.
- Modern methods, techniques, materials used for landscaping and grounds.
- Water line and irrigation system installation, maintenance and repair.
- Traffic control rules and regulations.
- Tree pruning and removal techniques.

- Common and botanical names of trees.
- Various kinds of soil preparation in planting work and the use of different kinds of fertilizers.
- Insects, parasites and fungi, and the pesticide sprays or other means for their extermination.
- ~~Customer service principles.~~
- Tree trimming guidelines according to ANSI (American National Standards Institute) and ISA (International Society of Arboriculture).
- ~~Safety guidelines according to OSHA (Occupational Safety and Health Administration).~~
- ~~Safety practices related to the use of chain saws and other power tools, vehicle and equipment operation, heavy lifting, and general field operations.~~
- Proper use and maintenance of hand tools, power tools and equipment used in tree maintenance.

### Street Operations

- Methods, terminology, tools and equipment used in street construction and repair.
- Characteristics and uses of concrete, asphalt and a variety of paving materials.
- Characteristics and uses of equipment, tools and asphalt as they relate to asphalt ramping and sidewalk grinding.
- Standard safety practices and devices used in street construction and repair projects.
- Traffic control rules and regulations.

### Core Competencies

- Adaptability – Responding positively to change and modifying behavior as the situation requires.
- Customer Focus: Attending and showing interest to the needs and expectation of internal and external customers.
- Decision Making – Choosing optimal courses of action in a timely manner.
- Environmental Exposure Tolerance – Performing under physically demanding conditions.
- General Physical Ability – Using strength, endurance, flexibility, balance, and coordination.
- Informing – Proactively obtaining and sharing information.
- Interpersonal Skills – Interacts effectively and courteously with others.
- Learning Agility – Seeking learning opportunities and applying the lessons to one's work.
- Oral Communication – Engaging effectively in dialogue.
- Professional & Technical Expertise – Applying technical subject matter to the job.
- Project Management – Planning and tracking projects to ensure they are on time, on-budget, and achieve their objectives.
- Relationship Building – Establishing rapport and maintaining mutually productive relationships.
- Safety Focus – Showing vigilance and care in identifying and addressing health risks and safety hazards.
- Teamwork – Collaborating with others to achieve shared goals.
- Written Communication – Communicates effectively in writing.

### Ability to:

- ~~Plan, schedule, inspect, monitor and assist the work of an assigned crew~~
- ~~Read and interpret plans and specifications~~
- ~~Physically perform sustained manual labor~~
- ~~Safely and skillfully operate hand tools, mechanical equipment, power tools and equipment required to complete work assignments~~
- ~~Operate vehicles with automatic transmissions observing legal and defensive driving practices~~
- ~~Effectively follow oral and written instructions~~
- ~~Identify and effectively resolve technical problems related to work assignments~~

- ~~• Understand, follow and instruct others on work safety procedures and practices~~
- ~~• Develop and maintain time and material records and produce a variety of reports~~
- ~~• Establish and maintain effective work relationships with the general public, co-workers, and those contacted during the course of work~~
- ~~• Safely and skillfully operate hand tools, mechanical equipment, power tools and equipment required to complete work assignments~~

### License and/or Certificate

Possess and maintain a valid California Driver license of appropriate class or grade with appropriate endorsements as required by work assignment.

*Incumbents in the following Divisions must possess and maintain the following upon appointment:*

**Streetscape:** California Driver's License Class B. ~~is required for some of the equipment operated or hauled in this division~~

**Street Operations:** California Driver's License Class A. ~~is required~~

*Incumbents in the following Division must obtain the following within six (6) months of appointment, and maintain thereafter:*

**Park Services:** California Driver's License Class A. ~~is required for Park assignments~~

### Education and Experience

*Any combination of education and experience that would provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and skills would be:*

Formal or informal education which ensures the ability to read and write at a level necessary for successful job performance; and a minimum of three (3) years of responsible experience performing landscaping, construction, and/or maintenance duties comparable to that of a Maintenance Worker that includes completion of required training and attainment of required proficiency and certifications.

### Special Requirements

*Performance of the essential duties of this position includes the following physical demands and/or working conditions.*

### Physical Requirements

On a daily basis, the essential duties of this classification require the ability to climb ladders; to stoop, kneel, crawl and crouch, to reach, to stand for long periods of time and to sit for extended periods while operating vehicles and equipment; to walk; to lift, push, pull and carry objects weighing up to 50 pounds and up to 100 pounds with assistance; to use finger dexterity and hand strength to operate and grasp tools and equipment; the repetitive use of feet and hands to operate vehicles and/or equipment; to feel attributes of objects by touch; to verbally exchange ideas and information; to hear to receive verbal detailed information and instruction; to see at arms length to twenty feet with a good field of vision and the ability to distinguish basic colors and shades of color; and to maintain body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or moving surfaces.

### Work Environment

Dependent upon assignment, essential duties of this classification are performed primarily in a field environment in various weather conditions. Work is performed on a daily basis in an atmosphere of constant noise; around moving objects and vehicles; around machinery with moving parts; on ladders and scaffolding; and occasionally below ground. Incumbents are frequently subject to vibration, exposed to smoke, fumes, gas, dust, grease, oil, pesticides chemicals, treated water, and untreated sewage and may occasionally work in confined spaces, perform duties with hands in water and may be exposed to electrical energy.

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**Career Ladder Information**

Experience gained in the classification of Lead Maintenance Worker may serve to meet minimum qualifications for promotion to Public Works Supervisor or Parks Services Supervisor.



City of Torrance  
**MAINTENANCE WORKER, LEAD**

<b>CLASS CODE</b>	5610	<b>SALARY</b>	\$30.97 - \$39.55 Hourly \$5,368.13 - \$6,855.33 Monthly \$64,417.60 - \$82,264.00 Annually
<b>BARGAINING UNIT</b>	Torrance Municipal Employees (AFSCME Local 1117)	<b>REVISION DATE</b>	March 01, 2009

**DEFINITION**

Under general supervision, assists, leads, instructs, directs and monitors the work of a small crew engaged in the maintenance and repair of parks, parkways, medians, trees, recreational and park facilities and City properties; and in the construction, repair and maintenance of City streets; develops and maintains a variety of time and materials records and reports; and performs related work as required in one of the following areas:

- **Park Services:** Leads, instructs, assists, and ensures the safety of a small crew engaged in the care and maintenance of landscape activities or the installation, maintenance and repair of City park facilities and equipment within assigned City parks, and oversees and assists with the inspection, maintenance and basic repair of irrigation systems and park and recreational facilities and equipment.
- **Streetscape:** Leads, instructs, assists, and ensures the safety of a small crew engaged in the care and maintenance of landscape and trees on assigned City medians and parkways; oversees and assists with the calibration, maintenance and basic repair of irrigation systems at those sites; and plans and establishes traffic safety patterns to ensure the safety of the crew and the public.
- **Street Operations:** Leads, instructs, assists and ensures the safety of crews engaged in the construction, repair and maintenance of City streets, sumps and ditches; and performs a variety of skilled construction, maintenance and/or trades work; transports and safely operates a variety of vehicles, tools and complex equipment.

**DISTINGUISHING CHARACTERISTICS / SUPERVISION EXERCISED/RECEIVED**

This is the lead classification within the Maintenance Worker series. Incumbents in this classification are distinguished from the Maintenance Worker by the responsibility for crew leadership and the safety of assigned work sites; the ability to perform the full range of duties and tasks related to area of assignment; greater complexity of work assignments; a higher level of independent judgment and initiative exercised in the performance of assignments; and the potential impact of erroneous decisions on worker and public safety and operating schedules.

This classification is distinguished from the classifications of Parks Services Supervisor and Public Works Supervisor as these classifications have full supervisory responsibility for the performance of multiple crews engaged in the work of their work division; while the Lead Maintenance Worker has responsibility for the leadership of an assigned crew and job site safety; full supervisory responsibility for crew performance remains

with the division supervisor.

Receives general supervision from the Public Works Supervisor or a Park Services Supervisor; may provide technical supervision to Maintenance Worker.

## EXAMPLES OF ESSENTIAL DUTIES

*The following duties represent the principal job duties; however they may vary depending upon actual assignment and are not all-inclusive.*

- Leads, instructs and assists an assigned crew engaged in the maintenance and repair of parks, parkways, medians, trees, recreational and park facilities and City properties or in the construction, repair and maintenance of City streets, sumps and ditches;
- Confers with supervisor relative to crew member performance and on deviations from work schedules or assignments;
- Safely transports and operates a variety of vehicles, equipment, and hand and/or power tools related to area of assignment;
- Cleans, greases and visually inspects assigned equipment daily to ensure safe operation;
- Conducts pre and post trip inspection on assigned equipment and tools; reports the need for mechanical maintenance and repair to the supervisor;
- Oversees field maintenance of tools and equipment;
- Develops and maintains time and materials records and prepares periodic and special reports;
- Organizes worksite to ensure availability of needed tools, equipment and materials and to ensure job site safety;
- Responds to requests and inquiries received from the general public and refers for more in-depth responses, as appropriate.

*In addition to the duties listed above, incumbents assigned to the specific areas listed below perform the following:*

### Park Services

- Leads, instructs and assists an assigned crew engaged in the planting, cultivation, and maintenance of trees, shrubs, ground cover and grass in assigned City parks and in the inspection, maintenance and basic repair of park and recreational facilities and equipment;
- Oversees and assists a variety of grounds maintenance activities including, mowing, edging, cultivating, planting, and fertilizing lawns and landscaped areas; and the staking of trees as necessary;
- Identifies need for pest, disease and weed control; may assist with the application of pesticides by assisting a certified applicator or makes referral for appropriate treatment;
- Directs and/or Installs, maintains and repairs water lines, irrigation and sprinkler systems; changes and adjusts heads and calibrates automatic control systems.

### Streetscape

- Leads, instructs and assists an assigned crew engaged in the planting, cultivation, and maintenance of trees, shrubs, ground cover and grass on assigned City medians and parkways;
- Identifies need for pest, disease and weed control; may assist with the application of pesticides by assisting a certified applicator or makes referral for appropriate treatment;
- Prepares trees for removal, removes roots and stumps using a stump grinding machine;

- Operates all power equipment necessary to perform tree trimming/landscape operations including: aerial truck, chipper, root grinder, stump grinder, backhoe, skip loader, water truck, and chain saws;
- Uses axes, power or hand saws and other basic trimming tools to prune trees, remove limbs and branches;
- Responds to emergency calls for tree removal and trimming, and takes appropriate action;
- Calibrates, maintains and performs basic repair of irrigation systems at assigned job sites; refers as appropriate for specialized repair;
- Plans and establishes traffic safety patterns, setting up and removing signage, cones and barricades as appropriate to ensure job site and public safety.

#### **Street Operations:**

- Leads, instructs and assists an assigned crew engaged in the construction, repair and maintenance of City streets; cutting out, backfilling and compacting patching material; and rolling areas with oil, rock, asphalt and other permanent paving materials after excavations have settled to fill and holes, ditches and cracks in City streets;
- Plans and establishes traffic safety patterns, setting up and removing signage, cones and barricades as appropriate to ensure job site and public safety;
- Develops and maintains time and materials records and prepares periodic and special reports.

#### **Examples of Other Duties**

*The following duties represent duties that are generally performed by this position, but are not considered to be principal job duties:*

- Conducts equipment safety training;
- Responds to emergency calls during work and may be subject to call out during non work hours;
- Performs other job-related duties as required.

## **QUALIFICATION GUIDELINES**

### **Education and Experience**

*Any combination of education and experience that would provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and skills would be:*

Formal or informal education which ensures the ability to read and write at a level necessary for successful job performance; and a minimum of three (3) years of responsible experience performing landscaping, construction and/or maintenance duties comparable to that of a Maintenance Worker that includes completion of required training and attainment of required proficiency and certifications.

### **License and/or Certificates**

Possess and maintain a valid California Driver license of appropriate class or grade with appropriate endorsements as required by work assignment.

**Park Services:** California driver license class A is required for Park assignments.

**Streetscape:** California driver license class B is required for some of the equipment operated or hauled in this division.

**Street Operations:** California driver license class A is required.

## Knowledge of

- Basic methods and proper and effective use of hand and power tools, materials and equipment used in maintenance, construction trades and/or gardening;
- Work safety and basic first aid practices;
- Principles of supervision;
- Basic mathematics;
- Standard departmental work procedures;
- Effective public service techniques;
- Defensive driving practices;
- City and Department Mission including strategic goals and objectives; and
- General City operations.

*In addition to the above, incumbents assigned to the specific areas listed below are also expected to have knowledge of the following:*

### Park Services:

- Proper care and maintenance of plants, trees, grasses, flowers and shrubs;
- Park maintenance procedures;
- Modern methods, techniques, and materials used for landscaping, grounds;
- Plant pests and diseases, and methods of control and eradication;
- Water line and irrigation system installation, maintenance and repair.

### Streetscape:

- Proper care and maintenance of plants, trees, grasses, flowers and shrubs including planting, pruning, shaping, trimming and maintenance methods and procedures for different tree species;
- Modern methods, techniques, materials used for landscaping, and grounds;
- Water line and irrigation system installation, maintenance and repair;
- Traffic control rules and regulations;
- Tree pruning and removal techniques;
- Common and botanical names of trees;
- Various kinds of soil preparation in planting work and the use of different kinds of fertilizers;
- Insects, parasites and fungi, and the pesticide sprays or other means for their extermination;
- Customer service principles;
- Tree trimming guidelines according to ANSI (American National Standards Institute) and ISA (International Society of Arboriculture);
- Safety guidelines according to OSHA (Occupational Safety and Health Administration);
- Safety practices related to the use of chain saws and other power tools, vehicle and equipment operation, heavy lifting, and general field operations;
- Proper use and maintenance of hand tools, power tools and equipment used in tree maintenance.

### Street Operations

- Methods, terminology, tools and equipment used in street construction and repair;
- Characteristics and uses of concrete, asphalt and a variety of paving materials;
- Standard safety practices and devices used in street construction and repair projects;
- Traffic control rules and regulations.

## Ability to

- Plan, schedule, inspect, monitor and assist the work of an assigned crew;
- Read and interpret plans and specifications;
- Physically perform sustained manual labor;
- Safely and skillfully operate hand tools, mechanical equipment, power tools and equipment required to complete work assignments;
- Operate vehicles with automatic transmissions observing legal and defensive driving practices;
- Effectively follow oral and written instructions;
- Identify and effectively resolve technical problems related to work assignments;
- Understand, follow and instruct others on work safety procedures and practices;
- Develop and maintain time and material records and produce a variety of reports;
- Establish and maintain effective work relationships with the general public, co-workers, and those contacted during the course of work;
- Safely and skillfully operate hand tools, mechanical equipment, power tools and equipment required to complete work assignments.

## SPECIAL REQUIREMENTS

### Physical Requirements

On a daily basis, the essential duties of this classification require the ability to climb ladders; to stoop, kneel, crawl and crouch, to reach, to stand for long periods of time and to sit for extended periods while operating vehicles and equipment; to walk; to lift, push, pull and carry objects weighing up to 50 pounds and up to 100 pounds with assistance; to use finger dexterity and hand strength to operate and grasp tools and equipment; the repetitive use of feet and hands to operate vehicles and/or equipment; to feel attributes of objects by touch; to verbally exchange ideas and information; to hear to receive verbal detailed information and instruction; to see at arms length to twenty feet with a good field of vision and the ability to distinguish basic colors and shades of color; and to maintain body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or moving surfaces.

### Work Environment

Dependent upon assignment. essential duties of this classification are performed primarily in a field environment in various weather conditions. Work is performed on a daily basis in an atmosphere of constant noise; around moving objects and vehicles; around machinery with moving parts; on ladders and scaffolding; and occasionally below ground. Incumbents are frequently subject to vibration, exposed to smoke, fumes, gas, dust, grease, oil, pesticides chemicals, treated water, and untreated sewage and may occasionally work in confined spaces, perform duties with hands in water and may be exposed to electrical energy.

## CAREER LADDER INFORMATION

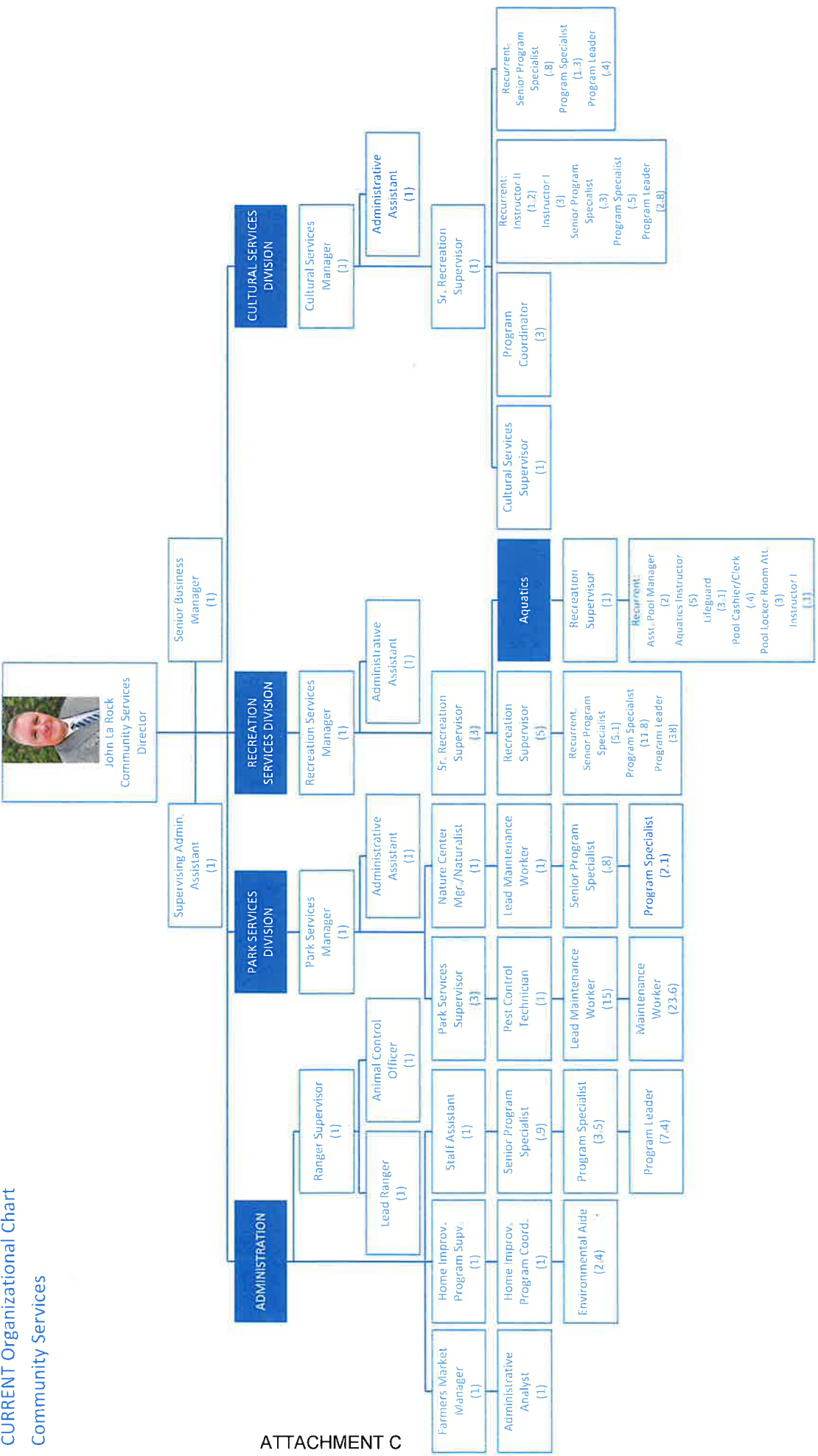
Experience gained in the classification of Lead Maintenance Worker may serve to meet minimum qualifications for promotion to Public Works Supervisor or Parks Services Supervisor.

## ESTABLISHED/REVISED DATE

Revised : March 2009

Department Review: September 2024

**CITY OF TORRANCE**  
**CURRENT Organizational Chart**  
 Community Services





# CITY OF TORRANCE

## Organizational Chart

### Community Services

