

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, MARCH 23, 2026
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, Herring, Kartsonis, Kohus, Sasaki,
Chair Lohnes

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 Wednesday, March 18, 2026.

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 ANNOUNCEMENT OF WITHDRAWN, DEFERRED, AND/OR SUPPLEMENTAL ITEMS

5. ORAL COMMUNICATIONS (Limited up to a 30-minute period)

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 2 minutes per speaker.

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 the Examination for Air Conditioning/Heating Technician.

Recommendation of the Human Resources Director that your Honorable Body approve conducting the Air Conditioning/Heating Technician examination on an open basis consisting of the following exam components and weights: Application Review (Qualifying), Written Test (60%), and Oral Interview (40%). Staff is requesting approval for a three-month eligible list.

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

Recommendation of the Human Resources Director that your Honorable Body approve conducting the Public Works Supervisor examination on an open basis, consisting of the following exam components and weights: Application Review (Qualifying) and an Oral Interview (100%). Staff is requesting approval for a six-month eligible list.

7. ADMINISTRATIVE MATTERS

7A. Approve Revised Class Specification for Public Works Supervisor.

Recommendation of the Human Resources Director that your Honorable Body approve the revised class specification for Public Works Supervisor and forward it to the City Council for approval.

8. HEARINGS

8A. Conduct Hearing on the Appeal of Discipline of a Torrance Police Officer (16). *Confidential under Penal Code 832.7 and Copley Press v. Superior Court 39 Cal. 4th 1272 (2006). Consideration of public employee discipline will be conducted in closed session per California Government Code Section 54957(b)(1), unless the employee requests to have the appeal conducted in public session. The deliberation of this matter by the Civil Service Commission will occur in closed session.*

Recommendation of the Civil Service Manager that the Civil Service Commission conduct a hearing to consider the appeal of discipline of a Police Officer (16), in closed session unless the employee requests to have the hearing in public session and that the Civil Service Commission's deliberation of this matter shall occur in closed session.

9. CLOSED SESSION

9A. CONFERENCE WITH LEGAL COUNSEL – EXISTING DISCIPLINE (California Government Code §54957(b) (1)):

- 1) Appeal of Discipline of a Torrance Police Officer (16).

10. COMMISSION ORAL COMMUNICATION

11. ADJOURNMENT

- 11A. Adjournment of Civil Service Commission Meeting to Monday, April 13, 2026 at 6:00 p.m. in the Council Chamber.



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

Honorable Members:

**SUBJECT: APPROVE THE EXAMINATION FOR AIR CONDITIONING/HEATING
TECHNICIAN**

RECOMMENDATION:

Recommendation of the Human Resources Director that your Honorable Body approve conducting the Air Conditioning/Heating Technician examination on an open basis consisting of the following exam components and weights: Application Review (Qualifying), Written Test (60%), and Oral Interview (40%). Staff is requesting approval for a three-month eligible list.

BACKGROUND/ANALYSIS:

There is no current eligible list for the classification of Air Conditioning/Heating Technician. There is one (1) current vacancy.


The Class specification has been reviewed by the General Services Department and appropriately reflects the position for the examination process.

The previous examinations in 2025 and 2013 were weighted as follows: Application Review (Qualifying), Written Test (60%), and Oral Interview (40%). There will be no change to the exam types and weights.

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) Air Conditioning/Heating Technician Class Specification



City of Torrance
AIR CONDITIONING/HEATING TECHNICIAN

CLASS CODE	5545	SALARY	\$32.51 - \$43.60 Hourly \$5,635.07 - \$7,557.33 Monthly \$67,620.80 - \$90,688.00 Annually
BARGAINING UNIT	Torrance Municipal Employees (AFSCME Local 1117)	REVISION DATE	January 01, 1986

DEFINITION

Under supervision inspects, maintains, repairs, and installs air conditioning, heating, and ventilation equipment; and does related work as required.

DISTINGUISHING CHARACTERISTICS / SUPERVISION EXERCISED/RECEIVED

Distinguished from Air Conditioning/Heating Supervisor in that the Technician is not responsible for planning, organizing and directing the air conditioning and heating functions in all City facilities. Distinguished from Building Maintainer (subclass Mechanical Systems) in that the Maintainer is not responsible for performing journey level tasks in the maintenance, repair, and installation of air conditioning and heating equipment and components.

EXAMPLES OF ESSENTIAL DUTIES

- Inspects, tests, repairs, maintains and services all types of refrigeration, hot water, forced air heating and ventilation equipment, electronic and electrical components, including 125 ton chiller, centervacs, 1 million BTU boiler, hermetic type refrigeration units, and pneumatic controls;
- Installs, adjusts and replaces valves, fans, blowers, gaskets, filters, belts, switches, gauges, thermostats, tubing, and transformers;
- Installs, replaces, adjusts and repairs pressure regulators, compressors, evaporators, condensers, motors, electrical water pumps and other parts as needed;
- Pumps down unit; adjusts and balances air distribution systems;
- Flushes boilers;
- Uses various testing devices to locate defective parts;
- Adds refrigerants and oil;
- De-scales tubing; cuts, threads, connects and repairs pipe;
- Makes necessary electrical connections and repairs;
- Checks and tests new equipment before installation;
- May act in a lead capacity.

QUALIFICATION GUIDELINES

Education and Experience

Any combination of education and experience that provides the required knowledge and abilities is qualifying. A typical way of obtaining the necessary knowledge, skills and abilities is:

Four years of journey level experience inspecting, testing, maintaining, repairing and installing air conditioning, heating, and ventilation equipment and component parts; or two years of journey level experience plus completion of a refrigeration/heating apprentice training program. No specific minimum education required.

License and/or Certificates

Must possess and maintain an appropriate, valid California Class III driver's license.

Knowledge of

- Air conditioning, heating, and ventilating equipment, component parts and materials, including but not limited to: heat exchangers, electronic controls, thermostats, switches, hermetic refrigeration units, pneumatic controls, centervacs;
- Standard methods, tools and equipment used to inspect, test, maintain, repair, and install air conditioning, heating and ventilating equipment and component parts;
- Material and installation requirements for heating, air conditioning and ventilation (HVAC) as published in the "Uniform Mechanical Code" by the International Conference of Building Officials.

Ability to

- Inspect, test, maintain, repair and install air conditioning, heating and ventilating equipment and component parts such as: 125 ton chiller, centervacs, 1 million BTU boiler, hermetic type refrigeration units;
- Work skillfully and safely with appropriate tools such as ohm meters, vacuum pumps, wet and dry bulb thermometers;
- Read and interpret blueprints and schematics;
- Follow written and oral instructions;
- Establish and maintain effective working relationships with fellow employees.

ESTABLISHED/REVISED DATE

Revised Date: January 1986

Department Review Date: March 2026

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

Honorable Members:

**SUBJECT: APPROVE THE EXAMINATION FOR PUBLIC WORKS SUPERVISOR
(STREETScape)**

RECOMMENDATION:

Recommendation of the Human Resources Director that your Honorable Body approve conducting the Public Works Supervisor examination on an open basis, consisting of the following exam components and weights: Application Review (Qualifying) and an Oral Interview (100%). Staff is requesting approval for a six-month eligible list.

BACKGROUND/ANALYSIS:

There is no current eligible list for the classification of Public Works Supervisor. There is one (1) current vacancy within the Public Works Department due to a promotion.

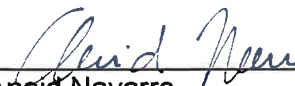
Anticipating approval by your Honorable Body tonight and the City Council at their meeting on March 24, 2026, the revised class specification will appropriately reflect the position for the examination process.

The previous examination in 2025 was weighted as follows: Application Review (Qualifying) and an Oral Interview (100%). There will be no changes to the exam weight.

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

Respectfully submitted,

HEDIEH KHAJAVI
HUMAN RESOURCES DIRECTOR

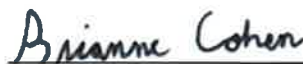
By 
Anaid Navarro
Principal Human Resources Analyst

CONCUR:



Hedieh Khajavi
Human Resources Director

NOTED:



Brianne Cohen
Civil Service Manager

6B

Public Works Supervisor

Definition

Under direction, supervises assigned programs and/or services in the Sanitation, Street Operations, or ~~Landscape Division~~ **Streetscape Divisions** of the Public Works Department. Assigned programs and/or services include refuse collection and recycling; street sweeping; storm drain, sewer and pump station maintenance; and/or the maintenance and repair of all roadway improvements and paved surfaces, including tree trimming, removals and landscape median maintenance within the street right-of-way or other easements. Work involves planning, prioritizing and scheduling assigned program and/or services; supervising work crews engaged in daily operations; reviewing and approving completed activity; obtaining, allocating and maximizing resources; and preparing and maintaining operational and administrative records. Performs related activities as required.

Distinguishing Characteristics

Distinguished from the Lead Maintenance Worker in that the Public Works Supervisor is responsible for multiple work crews including the supervision of Lead Maintenance Workers assigned to direct a single crew. Distinguished from the Sanitation Services Manager, Street Operations Manager, and Landscape Manager/City Arborist in that the incumbent is not responsible for managing an entire division within the Public Works Department.

Supervision Exercised/Received

The Public Works Supervisor supervises work crews engaged in daily operations for their assigned division. The Public Works Supervisor reports to a Division Manager (Sanitation Services Manager, Street Operations Manager, or Landscape Manager/City Arborist).

Examples of Essential Duties

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Plans, coordinates and supervises daily operations and activities of assigned work crews engaged in sanitation, operations, or landscape activities.
- Supervises programs and services including refuse collection and recycling; street sweeping; storm drain, sewer and pump station maintenance; and/or repair of all roadway elements within the street right-of-way or other easements, including roadway improvements and other paved surfaces, curb, gutter, sidewalk, street tree trimming and replacement and maintenance of medians/parkways and other related improvements; plans daily operations; assigns work to crew members.
- Obtains and issues necessary materials, equipment and supplies; and provides direction and instructions to crews; supervises the work of subordinate staff; reviews and evaluates work in progress and upon completion; approves final work product; ensures work adheres to quality standards and safety practices; may provide project parameters and inspect the work of contractors.
- Performs a variety of administrative duties associated with supervising staff including assigning work, providing training and instruction, demonstrating safety practices; evaluating performance reviews, and makes recommendations regarding leaves, disciplinary matters and other personnel actions to division head.
- Conducts inspections of assigned refuse collection routes, City, rights of way, streets and/or landscape; assesses conditions and needs pertaining to assigned programs and services;

completes records of findings; identifies needed sanitation, operations, or landscape work/services as appropriate.

- Prioritizes projects and/or services; estimates costs and needed equipment, materials and manpower; and establishes project and/or service schedules.
- Supervises the maintenance of assigned tools and equipment used in performing daily operations and services; schedules and coordinates preventive maintenance and repair; replaces broken or damaged tools and equipment, ensures tools and supplies are properly cleaned, stored and secured; and prepares requisitions and purchase orders for needed materials and supplies.
- Provides information, assistance and directions to the general public regarding assigned operations, maintenance, services and projects.
- Interprets policies and procedures; investigates complaints; discusses service requests; may discuss City policies, contract requirements, and other project related issues with contractors; and may represent the City in matters pertaining to the performance of contractors on assigned projects.
- Prepares administrative forms, production reports, vehicle maintenance reports, and other program information and submits to division head, director and other City officials as required; and maintains operational records and files.
- Coordinates activities and operations with other department personnel as needed; works with department staff to identify special maintenance and /or service needs; identifies and/or refers issues to other department supervisors as appropriate; and establishes effective working relationships with City personnel and other agencies.

Examples of Other Duties

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

- Serves on boards, teams and committees as assigned. May represent the division and/or department at public meetings, etc., as required.
- Performs other duties as assigned.

Qualification Guidelines

Knowledge of:

- Policies, procedures, equipment, materials, techniques and technological aspects pertaining to assigned division programs, activities and services (Sanitation, Street Operations, or **Landscape Division Streetscape Divisions**).
- Principles of supervision, training and employee relations.
- Safety hazards and proper safety procedures, protective equipment and policies.
- Basic English, grammar, spelling, punctuation, vocabulary and arithmetic.
- Report writing techniques;
- Software applications currently in use by the Department, including word-processing, spreadsheet and database applications;
- Principles of customer relations.
- City policies and procedures affecting departmental operations.
- General City operations.

Core Competencies: Ability to:

- **Managing Performance - Taking responsibility for improving the effectiveness of others.**
- **Leadership – Guiding and encouraging others to accomplish a common goal.**
- **Developing Others - Enabling the competency growth of others.**
- **Delegating – Sharing responsibility, authority, and accountability.**
- **Self-Management - Being organized, dependable, and following through.**
- **Project Management - Ensuring that projects are on-time, on-budget, and achieve their objectives.**

- **Customer Focus - Shows interest and understands the needs, expectations, and circumstances of internal and external customers. Explores options and pursues solutions until customers are satisfied.**
 - **Professional/Technical Expertise - Mastery of the technical job content**
 - **Writing & Oral Communication – Communicating effectively verbally and in writing.**
 - **Relationship Building - Establishing rapport and maintaining working relationships.**
 - **Safety Focus - Adheres to all safety practices of the trade and workplace. Recognizes potential hazards in the workplace and sees that they are addressed.**
 - **Organization Design & Structure – Establishing organizational structure and clarifying roles and responsibilities.**
-
- ~~Supervise the work of subordinate staff including coordinating, assigning, monitoring and evaluating work, hiring, training, counseling, disciplining staff and handling grievances.~~
 - ~~Operate radios, modern office equipment, computers and software applications.~~
 - ~~Operate assigned tools, equipment and vehicles for the purpose of training staff and demonstrating proper techniques.~~
 - ~~Implement and adhere to City and department rules, regulations and policies that govern assigned services and operations.~~
 - ~~Establish effective working relationships with City officials, contractors, employees and the general public.~~
 - ~~Accurately complete departmental reports, forms and necessary documentation;~~
 - ~~Compose, compile and maintain correspondence, special studies, statistical analyses, and reports.~~
 - ~~Understand and carry out oral and written directions.~~
 - ~~Maintain accurate records of time, materials and equipment.~~

License or Certificate

Must maintain and possess the following:

Requires a valid California commercial driver's license with appropriate endorsements.

If assigned to the Streetscape Division: Must possess and maintain an International Society of Arboriculture (ISA) Certified Arborist credential.

Education and Experience

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

Graduation from high school or equivalent; and three years of progressively responsible experience with at least two of the three years directly related to the assigned area of operation (i.e., sanitation, operations or landscape).

Formal technical training in a relevant field is preferred.

One year of supervisory or lead work experience is preferred.

Special Requirements

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

Physical Ability: Tasks involve the ability to exert physical effort in sedentary work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials up to 60 pounds. Tasks may involve extended periods of time at a keyboard or workstation.

Sensory Requirements: Some tasks require the ability to perceive and distinguish colors or shades of colors. Some tasks require the ability to perceive and distinguish sounds. Some tasks require visual perception and distinction. Some tasks require oral communications ability.

Environmental Factors: Some tasks may risk exposure to dirt, dust, pollen, odors, wetness, humidity, rain, fumes, and traffic hazards.

Career Ladder Information

Experience gained in this classification in addition to training and course work may serve to meet the minimum requirements for promotion to Sanitation Services Manager, Street Operations Manager or Landscape Manager/City Arborist.

Last revised:

~~August 2018~~ March 2026

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

Honorable Members:

SUBJECT: APPROVE REVISED CLASS SPECIFICATION FOR PUBLIC WORKS SUPERVISOR

RECOMMENDATION:

Recommendation of the Human Resources Director that your Honorable Body approve the revised class specification for Public Works Supervisor and forward it to the City Council for approval.

BACKGROUND/ANALYSIS:

The class specification for Public Works Supervisor was last revised in August 2018. Human Resources conducted a review of the classification in coordination with the Public Works Department to ensure the specification reflects current operational needs and aligns with the City's updated format standards.

The following revisions were made:

- **Addition of ISA Certified Arborist Requirement (Streetscape Division Only):** A requirement has been added that Public Works Supervisors assigned to the Streetscape Division possess and maintain an International Society of Arboriculture (ISA) Certified Arborist credential. The division is currently structured to include three Public Works Supervisor positions; two current incumbents hold the certification, and one position is currently vacant. For consistency and to ensure uniform technical qualifications across the supervisory level, this certification is being established as a formal requirement. Due to the vacancy, the Landscape Manager/City Arborist has been performing certain field responsibilities to maintain operational continuity. This change strengthens technical oversight, improves operational efficiency, and enhances risk management within the Streetscape Division.
- **Replacement of "Ability To" Section with Competencies Section:** Consistent with the City's revised classification format, the "Ability To" section has been removed and replaced with a Competencies section identifying the supervisory, operational, administrative, and communication capabilities required for successful performance.
- **Administrative Clarifications:** Duties related to report preparation, documentation, and recordkeeping were incorporated into the Examples of Essential Duties section to better reflect ongoing job responsibilities.

No changes were made to the overall scope, supervisory level, or reporting relationships of the classification.

Respectfully submitted,

HEDIEH KHAJAVI
HUMAN RESOURCES DIRECTOR

By  _____

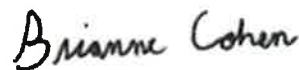
Anaid Navarro
Principal Human Resources Analyst

CONCUR:



Hedieh Khajavi
Human Resources Director

NOTED:



Brianne Cohen
Civil Service Manager

Attachment: A) Revised Class Specification for Public Works Supervisor
B) Existing Class Specification Public Works Supervisor
C) Organizational Chart of the Public Works Department

Public Works Supervisor

Definition

Under direction, supervises assigned programs and/or services in the Sanitation, Street Operations, or ~~Landscape Division~~ Streetscape Divisions of the Public Works Department. Assigned programs and/or services include refuse collection and recycling; street sweeping; storm drain, sewer and pump station maintenance; and/or the maintenance and repair of all roadway improvements and paved surfaces, including tree trimming, removals and landscape median maintenance within the street right-of-way or other easements. Work involves planning, prioritizing and scheduling assigned program and/or services; supervising work crews engaged in daily operations; reviewing and approving completed activity; obtaining, allocating and maximizing resources; and preparing and maintaining operational and administrative records. Performs related activities as required.

Distinguishing Characteristics

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Supervision Exercised/Received

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Examples of Essential Duties

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- Obtains and issues necessary materials, equipment and supplies; and provides direction and instructions to crews; supervises the work of subordinate staff; reviews and evaluates work in progress and upon completion; approves final work product; ensures work adheres to quality standards and safety practices; may provide project parameters and inspect the work of contractors.
- Performs a variety of administrative duties associated with supervising staff including assigning work, providing training and instruction, demonstrating safety practices; evaluating performance reviews, and makes recommendations regarding leaves, disciplinary matters and other personnel actions to division head.
- Conducts inspections of assigned refuse collection routes, City, rights of way, streets and/or landscape; assesses conditions and needs pertaining to assigned programs and services;

completes records of findings; identifies needed sanitation, operations, or landscape work/services as appropriate.

- Prioritizes projects and/or services; estimates costs and needed equipment, materials and manpower; and establishes project and/or service schedules.
- Supervises the maintenance of assigned tools and equipment used in performing daily operations and services; schedules and coordinates preventive maintenance and repair; replaces broken or damaged tools and equipment, ensures tools and supplies are properly cleaned, stored and secured; and prepares requisitions and purchase orders for needed materials and supplies.
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- Prepares administrative forms, production reports, vehicle maintenance reports, and other program information and submits to division head, director and other City officials as required; and maintains operational records and files.
- Coordinates activities and operations with other department personnel as needed; works with department staff to identify special maintenance and /or service needs; identifies and/or refers issues to other department supervisors as appropriate; and establishes effective working relationships with City personnel and other agencies.

Examples of Other Duties

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

- Serves on boards, teams and committees as assigned. May represent the division and/or department at public meetings, etc., as required.
- Performs other duties as assigned.

Qualification Guidelines

Knowledge of:

- Policies, procedures, equipment, materials, techniques and technological aspects pertaining to assigned division programs, activities and services (Sanitation, Street Operations, or **Landscape Division Streetscape Division**s).
- Principles of supervision, training and employee relations.
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- Basic English, grammar, spelling, punctuation, vocabulary and arithmetic.
- Report writing techniques;
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Core Competencies: Ability to:

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-
- ~~Supervise the work of subordinate staff including coordinating, assigning, monitoring and evaluating work, hiring, training, counseling, disciplining staff and handling grievances.~~
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 - ~~Accurately complete departmental reports, forms and necessary documentation;~~
 - ~~Compose, compile and maintain correspondence, special studies, statistical analyses, and reports.~~
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 - ~~Maintain accurate records of time, materials and equipment.~~

License or Certificate

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Requires a valid California commercial driver's license with appropriate endorsements.

If assigned to the Streetscape Division: Must possess and maintain an International Society of Arboriculture (ISA) Certified Arborist credential.

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Graduation from high school or equivalent; and three years of progressively responsible experience with at least two of the three years directly related to the assigned area of operation (i.e., sanitation, operations or landscape).

Formal technical training in a relevant field is preferred.

One year of supervisory or lead work experience is preferred.

Special Requirements

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

Physical Ability: Tasks involve the ability to exert physical effort in sedentary work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials up to 60 pounds. Tasks may involve extended periods of time at a keyboard or workstation.

Sensory Requirements: Some tasks require the ability to perceive and distinguish colors or shades of colors. Some tasks require the ability to perceive and distinguish sounds. Some tasks require visual perception and distinction. Some tasks require oral communications ability.

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Career Ladder Information

Experience gained in this classification in addition to training and course work may serve to meet the minimum requirements for promotion to Sanitation Services Manager, Street Operations Manager or Landscape Manager/City Arborist.

Last revised:

~~August 2018~~ March 2026

Public Works Supervisor

Definition

Under direction, supervises assigned programs and/or services in the Sanitation, Street Operations, or Landscape Divisions of the Public Works Department. Assigned programs and/or services include refuse collection and recycling; street sweeping; storm drain, sewer and pump station maintenance; and/or the maintenance and repair of all roadway improvements and paved surfaces, including tree trimming, removals and landscape median maintenance within the street right-of-way or other easements. Work involves planning, prioritizing and scheduling assigned program and/or services; supervising work crews engaged in daily operations; reviewing and approving completed activity; obtaining, allocating and maximizing resources; and preparing and maintaining operational and administrative records. Performs related activities as required.

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Supervision Exercised/Received

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Examples of Essential Duties

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- Plans, coordinates and supervises daily operations and activities of assigned work crews engaged in sanitation, operations, or landscape activities.
- Supervises programs and services including refuse collection and recycling; street sweeping; storm drain, sewer and pump station maintenance; and/or repair of all roadway elements within the street right-of-way or other easements, including roadway improvements and other paved surfaces, curb, gutter, sidewalk, street tree trimming and replacement and maintenance of medians/parkways and other related improvements; plans daily operations; assigns work to crew members.
- Obtains and issues necessary materials, equipment and supplies; and provides direction and instructions to crews; supervises the work of subordinate staff; reviews and evaluates work in progress and upon completion; approves final work product; ensures work adheres to quality standards and safety practices; may provide project parameters and inspect the work of contractors.
- Performs a variety of administrative duties associated with supervising staff including assigning work, providing training and instruction, demonstrating safety practices; evaluating performance reviews, and makes recommendations regarding leaves, disciplinary matters and other personnel actions to division head.
- Conducts inspections of assigned refuse collection routes, City, rights of way, streets and/or landscape; assesses conditions and needs pertaining to assigned programs and services;

completes records of findings; identifies needed sanitation, operations, or landscape work/services as appropriate.

- Prioritizes projects and/or services; estimates costs and needed equipment, materials and manpower; and establishes project and/or service schedules.
- Supervises the maintenance of assigned tools and equipment used in performing daily operations and services; schedules and coordinates preventive maintenance and repair; replaces broken or damaged tools and equipment, ensures tools and supplies are properly cleaned, stored and secured; and prepares requisitions and purchase orders for needed materials and supplies.
- Provides information, assistance and directions to the general public regarding assigned operations, maintenance, services and projects.
- Interprets policies and procedures; investigates complaints; discusses service requests; may discuss City policies, contract requirements, and other project related issues with contractors; and may represent the City in matters pertaining to the performance of contractors on assigned projects.
- Prepares administrative forms, production reports, vehicle maintenance reports, and other program information and submits to division head, director and other City officials as required; and maintains operational records and files.
- Coordinates activities and operations with other department personnel as needed; works with department staff to identify special maintenance and /or service needs; identifies and/or refers issues to other department supervisors as appropriate; and establishes effective working relationships with City personnel and other agencies.

Examples of Other Duties

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

- Serves on boards, teams and committees as assigned. May represent the division and/or department at public meetings, etc., as required.
- Performs other duties as assigned.

Qualification Guidelines

Knowledge of:

- Policies, procedures, equipment, materials, techniques and technological aspects pertaining to assigned division programs, activities and services (Sanitation, Street Operations, or Landscape Divisions).
- Principles of supervision, training and employee relations.
- Safety hazards and proper safety procedures, protective equipment and policies.
- Basic English, grammar, spelling, punctuation, vocabulary and arithmetic.
- Report writing techniques;
- Software applications currently in use by the Department, including word-processing, spreadsheet and database applications;
- Principles of customer relations.
- City policies and procedures affecting departmental operations.
- General City operations.

Ability to:

- Supervise the work of subordinate staff including coordinating, assigning, monitoring and evaluating work, hiring, training, counseling, disciplining staff and handling grievances.
- Operate radios, modern office equipment, computers and software applications.
- Operate assigned tools, equipment and vehicles for the purpose of training staff and demonstrating proper techniques.
- Implement and adhere to City and department rules, regulations and policies that govern assigned services and operations.
- Establish effective working relationships with City officials, contractors, employees and the general public.

- Accurately complete departmental reports, forms and necessary documentation;
- Compose, compile and maintain correspondence, special studies, statistical analyses, and reports.
- Understand and carry out oral and written directions.
- Maintain accurate records of time, materials and equipment.

License or Certificate

Must maintain and possess the following:

Requires a valid California commercial driver's license with appropriate endorsements.

Education and Experience

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

Graduation from high school or equivalent; and three years of progressively responsible experience with at least two of the three years directly related to the assigned area of operation (i.e., sanitation, operations or landscape).

Formal technical training in a relevant field is preferred.

One year of supervisory or lead work experience is preferred.

Special Requirements

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

Physical Ability: Tasks involve the ability to exert physical effort in sedentary work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials up to 60 pounds. Tasks may involve extended periods of time at a keyboard or workstation.

Sensory Requirements: Some tasks require the ability to perceive and distinguish colors or shades of colors. Some tasks require the ability to perceive and distinguish sounds. Some tasks require visual perception and distinction. Some tasks require oral communications ability.

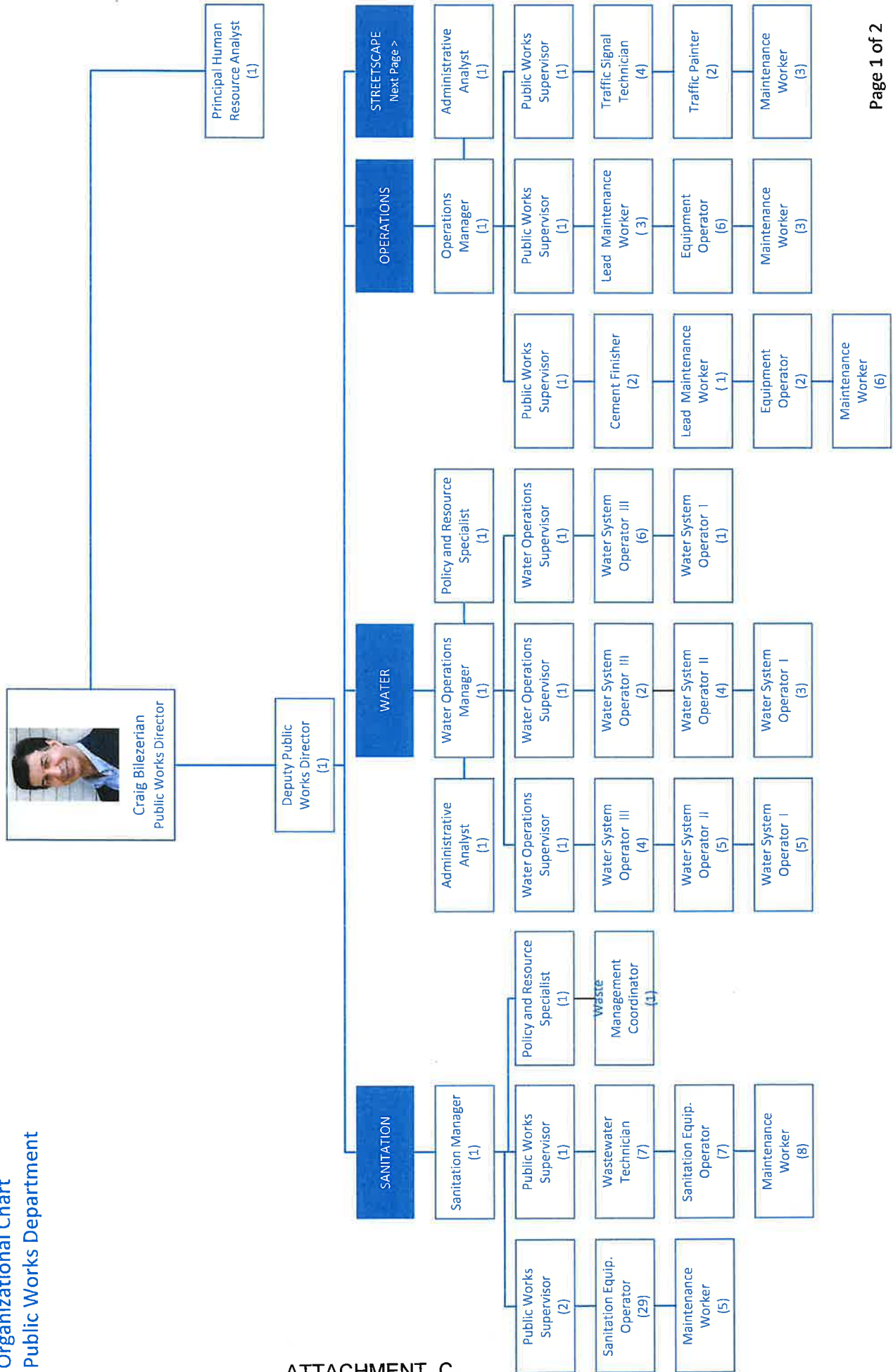
Environmental Factors: Some tasks may risk exposure to dirt, dust, pollen, odors, wetness, humidity, rain, fumes, and traffic hazards.

Career Ladder Information

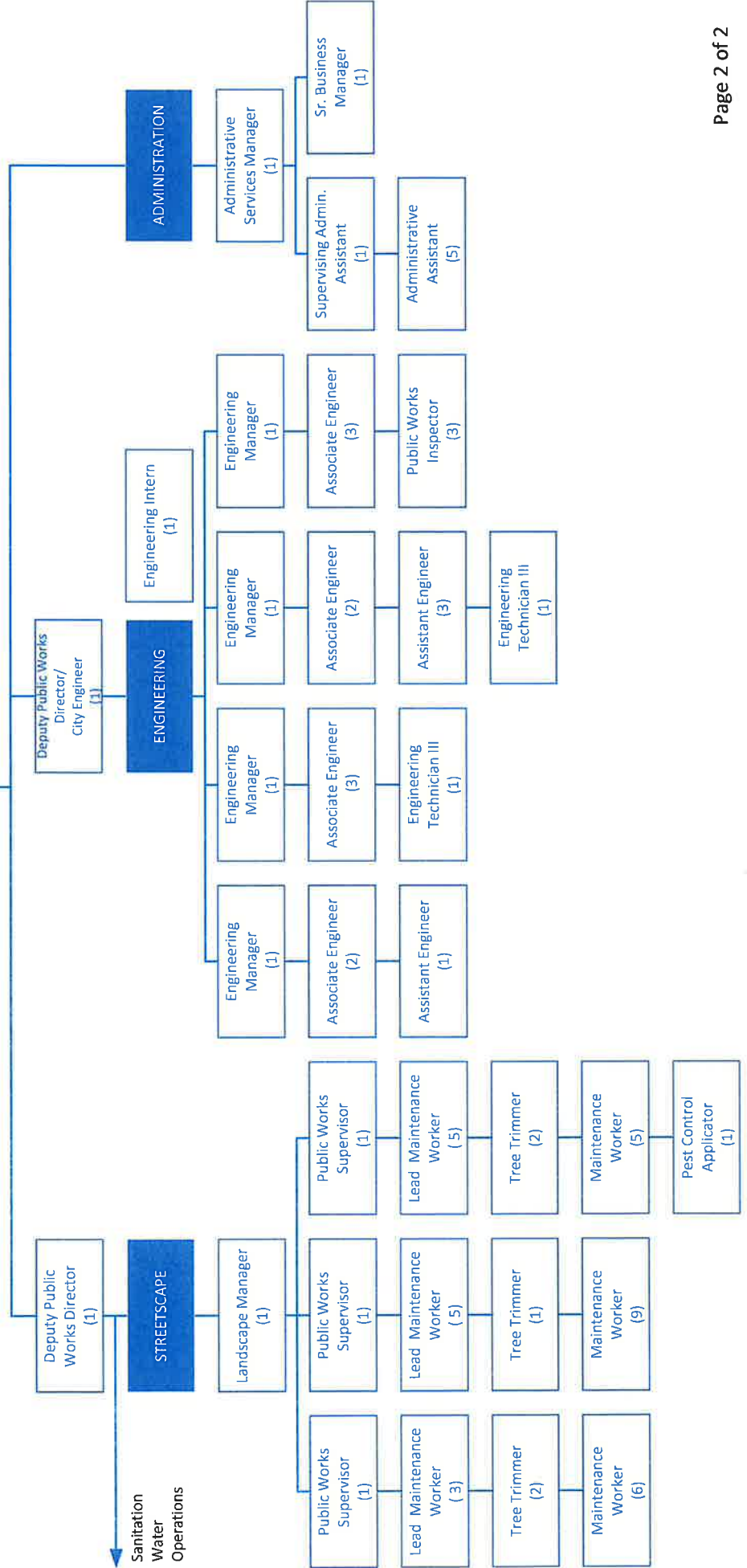
Experience gained in this classification in addition to training and course work may serve to meet the minimum requirements for promotion to Sanitation Services Manager, Street Operations Manager or Landscape Manager/City Arborist.

Last revised:
August 2018

CITY OF TORRANCE
Organizational Chart
Public Works Department



CITY OF TORRANCE
Organizational Chart
Public Works Department



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

Honorable Members:

SUBJECT: CONDUCT HEARING ON THE APPEAL OF DISCIPLINE OF A TORRANCE POLICE OFFICER (16). Confidential under Penal Code 832.7 and Copley Press v. Superior Court 39 Cal. 4th 1272 (2006). Consideration of public employee discipline will be conducted in closed session per California Government Code Section 54957(b)(1), unless the employee requests to have the appeal conducted in public session. The deliberation of this matter by the Civil Service Commission will occur in closed session.

RECOMMENDATION

Recommendation of the Civil Service Manager that the Civil Service Commission conduct a hearing to consider the appeal of discipline of a Police Officer (16), in closed session unless the employee requests to have the hearing in public session and that the Civil Service Commission's deliberation of this matter shall occur in closed session.

BACKGROUND/ANALYSIS:

On March 10, 2026, Civil Service staff received an appeal of discipline for Police Officer (16). Under the provisions of Torrance Municipal Code Section 14.47.9, upon written request filed by an employee who has been disciplined under this Article, the Civil Service Commission shall set a date for and hold a hearing and such hearing shall be initiated within fifteen days after receipt.

Respectfully submitted,

Brianne Cohen

Brianne Cohen
Civil Service Manager

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

Honorable Members:

SUBJECT: CIVIL SERVICE COMMISSION CLOSED SESSION

The Civil Service Commission will meet in Closed Session for the following purpose:

a. CONFERENCE WITH LEGAL COUNSEL – EXISTING DISCIPLINE (California Government Code §54957(b) (1)):

- 1) Appeal of Discipline of a Police Officer (16).

Respectfully submitted,



Brianne Cohen
Civil Service Manager