



City of Culver City Street Maintenance Supervisor

SALARY	\$9,654.67 - \$11,784.93 Monthly	LOCATION	CA 90232, CA
JOB TYPE	Full-Time	JOB NUMBER	00869
DEPARTMENT	Public Works	DIVISION	Streets
OPENING DATE	10/20/2025	CLOSING DATE	10/30/2025 5:00 PM Pacific

THE CITY

Culver City is a Charter City incorporated in 1917, and is a destination filled with outdoor cafes, unique shops and galleries opening onto pedestrian-friendly boulevards. Culver City has dedicated staff of approximately 800 employees with an overall operating budget of over \$368 million. The City provides a full range of municipal services including Fire, Police, Housing & Human Services, Planning & Development, Public Works, Parks, Recreation, & Community Services, and Transportation.

THE POSITION

The following tasks are essential for this position. Incumbents in this classification may not perform all of these tasks, or may perform similar related tasks not listed here.

1. Plans, assigns, coordinates, inspects and directs the work of all street and sewer division crews involved in activities such as: construction, maintenance and repair of streets, alleys, sidewalks, curbs and gutters, storm drain lines, catch basins, sewer lines and manholes and sewage lift stations; installation and maintenance of traffic striping and signing.
2. Ensures the attainment of annual maintenance and performance objectives set for the maintenance and preservation of City trees and the maintenance of parking meters.
3. Maintains a competent and motivated work force by training, developing, and evaluating subordinates.
4. Supervises the work to ensure that trees in City parks, parkways and other City owned facilities are maintained in a safe and environmentally pleasing manner.
5. Develops work schedules establishing the priorities of the work and reviews and adjusts the schedules to fit climatic and natural conditions; tracks work orders and preventive maintenance using an automated computerized system.
6. Evaluates the quality and efficiency of subordinate personnel, including contractors, by making regular and frequent inspections of the work in the field, reviewing daily work reports, and advising and directing subordinate personnel in the improvement of work production and work methods.
7. Investigates and disposes of routine complaints and reports regarding street and sewer facilities repair needs, and catch basin cleaning, etc.; schedules and follows up on actions and work required to effect necessary repairs or maintenance.
8. Responds to citizen inquiries and complaints promptly and courteously including investigating to determine responsibility and methods of resolving the problem.
9. Meets and confers with staff and jointly plans and arranges for various activities and improvements necessary for their individual operations.
10. Assists in the preparation of special assessments for various improvements such as sidewalk repairs, street and alley improvements and weed abatement.
11. Generates a monthly performance report regarding pesticide use, tree maintenance work activities, workload, and maintains various work records related to the development of such a report.
12. Determines conditions and maintenance needs of City trees by conducting frequent inspections of the trees, and develops programs to meet these needs.
13. Orders materials and supplies for pest control and tree maintenance. Supervises the issuance of tools, materials and supplies to staff and their return to minimize loss.
14. Assists the Maintenance Operations Manager in preparing the divisional budget and in making policy recommendations.
15. Establishes standard operating procedures for tree and landscape maintenance work activities to include safety guidelines, quality and performance standards.
16. Closely supervises the more difficult and complex work tasks to ensure proper work methods are used and to insure worker and public safety.

17. Assures the proper maintenance and repair of tree and landscape maintenance equipment, ensuring subordinates perform daily safety checks of the equipment before use, and coordinating with the Equipment Maintenance Section for preventative maintenance and repair of the equipment according to the manufacturer's recommendations.
18. Maintains the City's electronic tree inventory and work order programs.
19. Assume duties as the City's Urban Forester in the absence or vacancy of the Urban Forester.

Minimum Requirements

Any combination equivalent to training and experience that could likely provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be: high school graduation or the equivalent, college courses in supervision, arboriculture or construction and maintenance related subjects, and four (4) years of responsible experience in the maintenance of trees, or various street and sewer maintenance and repair activities, including two (2) years of supervisory experience.

License and Certificates

Possession of a valid California Class C driver's license. Certification as an Arborist through the International Society of Arboriculture, or equivalent preferred but not required at time of application but required within one (1) year of appointment.

EXAMINATION PROCEDURES

Applicants must receive a passing score on all of the examination components in order to be placed on the eligible list.

- **Written Exam (weighted at 35%):** To measure writing ability and technical knowledge. (*Tentatively scheduled for the week of November 17, 2025*)
- **Counseling Exercise (weighted at 35%):** To measure supervisory skills and abilities. (*Tentatively scheduled for the week December 8, 2025 and/or week of December 15, 2025*)
- **Appraisal Interview (weighted at 30%):** To evaluate personal qualities and experience. (*Tentatively scheduled for the week of December 8, 2025 and/or week of December 15, 2025*)

ADDITIONAL INFORMATION

The provisions of this job posting do not constitute a contract, express or implied, and any provisions in this posting may be modified or revoked without notice. Continuation in the examination process and subsequent placement on the eligible list of a person convicted of a crime depends upon the nature of the conviction and the conduct of the applicant subsequent to the offense. Convictions will be evaluated on a job-related basis and will not automatically disqualify someone from further consideration.

Equal Opportunity Employer

The City of Culver City is an equal opportunity employer and does not discriminate against employees or applicants on the basis of race, sex, age, disability, veteran status, national origin, religion, political affiliation, or sexual orientation/identification.

Conditions of Employment:

- Background/Reference Check: Upon a conditional job offer, a live scan fingerprinting must be completed with acceptable results. Your fingerprints will be sent to the California Department of Justice (DOJ) and the Federal Bureau of Investigation (FBI). Having a conviction history does not automatically preclude you from a job with the City. If you are selected as a finalist, you will be contacted to schedule a fingerprinting appointment. Upon hire, the employee is subject to further reporting from the DOJ via subsequent arrest notification.
- Pre-placement medical evaluation including drug screen (select positions).
- E-Verify: Proof of U.S. citizenship, alien residency, or authorization to work in the U.S. will be required at the time of appointment.

The City of Culver City intends to provide reasonable accommodations in accordance with the Americans with Disabilities Act of 1990. If a special accommodation is desired, please contact the Human Resources Department three (3) business days prior to the test at (310) 253-5640.

Employer

City of Culver City

Address

9770 Culver Blvd.

Culver City, California, 90232

Phone

Main Line 310-253-5640

Website

<http://www.culvercity.org/jobs>