

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: PARKING/CAMPING LEADWORKER

PERSONNEL COMMISSION APPROVAL:	AUGUST 21, 2019 <i>(Revised)</i>
COUNCIL APPROVAL:	DECEMBER, 2001

JOB CODE:	0401
EMPLOYMENT STATUS:	REGULAR FULL-TIME
UNIT REPRESENTATION:	MEA
FLSA STATUS:	NON-EXEMPT
EEOC CODE:	ADMINISTRATIVE SUPPORT

JOB SUMMARY

Under general supervision, coordinates and leads assigned staff in various parking and camping activities including collection of parking revenue, maintenance and repair of automated parking equipment, and oversight of camping operations and maintenance.

SUPERVISION RECEIVED

Reports to: Parking/Camping Facility Supervisor

DISTINGUISHING CHARACTERISTICS

Parking/Camping Leadworker differs from Parking/Camping Crewleader in that Parking/Camping Leadworker coordinates and assigns the daily activities of crewmembers while Parking/Camping Crewleader serves as the working supervisor to monitor and oversee the work of crews.

EXAMPLES OF ESSENTIAL DUTIES

- Opens parking structures
- Assigns work to employees; trains employees in work assignments and safe work operations
- Assigns work orders, determines priorities and monitors completed work
- Oversees and participates in the collection of parking meter revenue
- Counts parking meter revenue and delivers collections to Finance Department
- Maintains accurate daily audit reports and spreadsheets
- Troubleshoots and repairs parking meters, parking machines and related equipment; tests parking machines using a computer to determine proper operation; determines materials needed for repairs; orders parts and supplies and makes necessary repairs

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- Inspects meters and related systems and monitors repair work for compliance with standards
- Participates in the planning process for special event parking
- Oversees and participates in traffic control and enforcement of parking regulations in and around City facilities
- Maintains cooperative relationships with beach businesses and concessions
- Oversees Sunset Vista camping operations
- Closes street, highways or parking facilities when required
- Supports and actively promotes the City's safety programs
- Performs periodic safety inspections; identifies and corrects safety hazards
- Travels to offsite locations
- Reports to work as scheduled; maintains a regular and consistent attendance record
- Works irregular hours, including nights, weekends and holidays
- Responds to emergency calls for service on a call-out basis
- Performs other related duties as required

The preceding duties have been provided as examples of the essential types of work performed by positions within this job classification. The City, at its discretion, may add, modify, change or rescind work assignments as needed.

MINIMUM QUALIFICATIONS

Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:

Knowledge of:

- City and departmental policies and procedures
- Proper repair, maintenance and handling of a variety of tools and equipment
- Preventative maintenance practices and scheduling
- Basic accounting practices;
- Cash handling practices and internal controls;
- Occupational hazards and safety practices applicable to maintenance operations;
- Conflict resolution techniques;
- Quality customer service

Ability to:

- Schedule and prioritize manpower and projects
- Assign work, monitor and evaluate work progress
- Interpret manufacturers' maintenance manuals;
- Research and gather information related to vendors, equipment and supplies

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- Resolve day-to-day questions/problems regarding equipment, materials, methods, and procedures needed to complete maintenance work
- Maintain accurate records
- Operate personal computer and standard software applications
- Operate a variety of equipment and use hand and power tools;
- Utilize appropriate interpersonal skills when interacting with diverse communities or confrontational individuals
- Establish and maintain effective interpersonal relations with those contacted in the course of work
- Communicate effectively, both orally and in writing
- Work irregular hours including nights, weekends and holidays
- Travel to offsite locations within a reasonable timeframe

Education: High school diploma or equivalent.

Experience: Three (3) years' experience in parking operations or parking meter maintenance, including customer service.

Certifications/License: Possession of a valid California Class C driver license and an acceptable driving record required at time of appointment and throughout employment

SPECIAL CONDITIONS

Employees regularly assigned/required to drive a City or personal vehicle in the course and scope of work shall be required to participate in the DMV Employer Pull Notice Program.

Public Employee Disaster Service Worker: In accordance with Government Code Section 3100, all Huntington Beach city employees are required to perform assigned disaster service worker duties in the event of an emergency or a disaster.

PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS

The incumbent must be able to meet the physical requirements of the class and have mobility, balance, coordination, vision, hearing and dexterity levels appropriate to the duties to be performed.

Work is performed indoors and outdoors. Incumbents use a computer keyboard and related equipment. When work is performed outdoors, there is full exposure to various weather conditions. Must be able to stand for long periods and/or walk long distances;

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some walking may occur on sloping, slippery and/or uneven surfaces. Requires mobility to sit, stand, kneel, crawl, climb, crouch, stoop, reach, and bend. Requires ability to twist at the lower body, at the waist, and at the upper body. Requires mobility of both arms to reach and dexterity of hands to grasp and manipulate small and large objects or tools from overhead or ground positions. Work involves grasping, lifting, pushing, pulling, moving and dragging of objects. May require lifting tools and equipment weighing 50 pounds or less. Requires driving a City vehicle during the course of work.

Reasonable accommodations for an individual with a qualified disability will be considered on a case-by-case basis.

Rev: 5/24/06 – VB
Rev. 8/2019 jd