

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: PARKING AND CAMPING CREWLEADER — **DATE: DECEMBER, 2001**

PERSONNEL COMMISSION APPROVAL: FEBRUARY 17, 2021 (Revised)

COUNCIL APPROVAL: DECEMBER, 2001

JOB CODE: 0459
EMPLOYMENT STATUS: REGULAR FULL-TIME
UNIT REPRESENTATION: HBMTMEA
FLSA STATUS: NON-EXEMPT
EEOC CODE: TECHNICIANS

DUTIESJOB SUMMARY

UnderWith general supervision, coordinates and leads, supervises and oversees the work of assigned staff in parking, camping and meter activities including oversight of office operations, Parking/Camping and Meter Leadworkers, and associated administrative tasks and budget management. revenue collection, customer service, maintenance and repair of automated parking equipment; oversees Sunset Vista camping operations and maintenance; assigns work orders, determines priorities and monitors completed work; provides beach security services; and performs other duties as required within the scope of the classification.

SUPERVISION RECEIVED AND EXERCISED

Reports to: Parking and Camping Facility Supervisor
Supervises: Service/maintenance and administrative support personnel

DISTINGUISHING CHARACTERISTICS

The Parking and Camping Crew-leader serves as a working supervisor to monitor and oversee the work of crews. The position differs from the Parking and Camping Supervisor who oversees all aspects of the Parking and Camping Division. supervises assigned staff in customer service, parking revenue collection, maintenance and repair of parking facilities, parking machines and related equipment; This position supervises contracted vendors, skilled mechanics, parking attendants and lead workers.

EXAMPLES OF ESSENTIAL DUTIES

- Prepares for daily operations of the Opens, manages and closes parking structure, beach parking lots and camping facilities;

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- aAssigns work to employees; interviews and trains employees in work assignments and safe work operations, evaluates work and recommends disciplinary action according to established City procedures; staff;
- Assists with special projects as assigned
- Oversees and participates in the collection of ~~counts~~ parking revenue and delivers collections to Treasurer's Office;
- Prepares accurate financial reports; ~~maintains accurate daily audit reports and spreadsheets;~~
- Oversees and assists with the inspection and ~~troubleshoots and repairs of~~ automated parking equipment, ~~parking machines and related equipment and facilities~~
; tests parking machines using a computer to determine proper operation; determines materials needed for repairs; orders parts and supplies and makes necessary repairs; inspects facilities, equipment and related systems and monitors repair work for compliance with standards.
- Participates in the planning process for special events and ensures that approved plans are executed, including parking needs;
- Monitors facility usage for compliance with municipal codes and regulations including oversight of permits
- eOversees and participates in security, traffic control and enforcement of parking regulations in and around City facilities;
- mMaintains cooperative relationships with beach businesses, and downtown vendors, contractors, businesses and concessions;
- eOversees Sunset Vista camping operations;
- eCloses streets, highways or parking facilities when necessary required.
- Interviews and trains employees; assigns and evaluates work; recommends disciplinary action according to established City procedures. Supports and actively promotes the City's safety programs.
- ~~Performs periodic~~ Oversees safety inspections; identifies and corrects safety hazards.
- Maintains staff payroll records
- Accurately disseminates public information
- Assists with creating and implementing division policies and procedures
- Travels to offsite locations
- Reports to work as scheduled and ~~w~~works various ~~irregular~~ hours, including nights, weekends and holidays.
- Maintains regular and consistent attendance record
- Responds to emergency calls for service on a call-out basis
- Performs other related duties as required

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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 Municipal Codes 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 parking and maintenance operations;
- Conflict resolution techniques;
- Quality customer service and supervisory practices.

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;
- 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.
- Maintain a calm disposition in crowded and difficult situations including emergencies

Education: ~~The equivalent of a high~~ high school diploma or equivalent certificate.

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Experience: A minimum of three (3) Four (4) years of parking operations and maintenance experience, including customer service and one (1) year of lead or supervisory experience.

Licenses/Certifications: Must possess a valid California Class C driver's license and an acceptable driving record are required by time of appointment and throughout the course of employment.

First Aid ~~card~~ and CPR certification must be obtained within six (6) months of appointment.

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; 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.

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~~— Work is primarily performed in an outdoor setting with exposure to the elements, dangerous machinery and potential physical harm. There is frequent need to walk, talk, see, hear or drive, ability to lift and carry up to 50 pounds, and perform other similar actions during the course of the workday. Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis.~~

Rev: 5/22/06 ~~VB~~

Rev: Jan 2021/pa

DRAFT