

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: PARKING AND CAMPING CREWLEADER

PERSONNEL COMMISSION APPROVAL: FEBRUARY 17, 2021 (Revised)

COUNCIL APPROVAL: DECEMBER, 2001

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

JOB SUMMARY

Under general supervision, coordinates and leads 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.

SUPERVISION RECEIVED AND EXERCISED

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

DISTINGUISHING CHARACTERISTICS

The Parking and Camping Crewleader 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.

EXAMPLES OF ESSENTIAL DUTIES

- Prepares for daily operations of the parking structure, parking lots and camping facilities
- Assigns 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
- Assists with special projects as assigned
- Oversees and participates in the collection of parking revenue
- Prepares accurate financial reports
- Oversees and assists with the inspection and repair of parking equipment and facilities

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- Participates in the planning process for special events and ensures that approved plans are executed
- Monitors facility usage for compliance with municipal codes and regulations including oversight of permits
- Oversees and participates in traffic control and enforcement of parking regulations in and around City facilities
- Maintains cooperative relationships with beach businesses, vendors, contractors and concessions
- Oversees Sunset Vista camping operations
- Closes streets, highways or parking facilities when necessary
- Supports and actively promotes the City's safety programs
- 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 works various 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

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
- 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

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- 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: High school diploma or equivalent certificate.

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

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

First Aid 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.

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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.

Rev: 5/22/06 – VB

Rev: Jan 2021/pa