

POSITION SUMMARY

PARKING RANGER (123)

Directorate	Environmental, Planning and Building Services
Section	Environment
Classification	Band 1, Level 3, Grade 3
Position Status	Permanent full time
Commencing Salary Range	\$870.00 - \$914.04
Reports to	Team Leader Regulatory Services
Direct Reports	Nil
Work Location	Various

Position Purpose

Enforce car park and on-street parking restrictions in the city of Bathurst

Key Responsibilities

1. To
 - (a) Monitor and enforce parking restrictions in place on public roads and in Council monitored car parks
 - (b) Issue Penalty Infringement Notices for identified breaches of regulations
 - (c) Prepare briefs of evidence for prosecution and give evidence in Court as required
 - (d) Provide assistance in implementing Council's responsibilities under the Impounding Act 1993, Local Government Act, Environmental Planning and Assessment Act and Companion Animals Act 1998 as required
 - (e) Promote the image of Council as efficient and courteous

This document reflects the major elements and responsibilities of this position and is not designed to be prescriptive in nature. A full Position Description will be provided to candidates upon request or upon offer of employment.

Selection Criteria

Essential

- Skills and knowledge in dealing with members of the public in difficult situations
- A current class C motor vehicle licence
- Previous experience in a regulatory or compliance role
- Demonstrated knowledge and experience in issuing Penalty Infringement Notices

Desirable

- Training and knowledge in the Self Enforcement Infringement Notice Scheme
- Previous experience in preparing briefs and attending Court as a witness

Expected Organisational Standards

1. Follow defined WHS procedures.
2. Provide service to customers.
3. Work effectively in the local government context.
4. Work with others in local government.
5. Communicate in the Workplace.
6. Follow defined risk management policies and procedures.
7. Follow defined ethical guidelines from Council, including Code of Conduct.
8. Follow defined environmental sustainability guidelines.

Employment Conditions

- 38 hours per week with a rostered day off every three (3) weeks
- Hours of work are 8.00am to 4.39pm with 30 minute lunch break
- Probationary period of 4 months
- Four weeks annual leave
- Long Service Leave after 5 years
- Superannuation of 9.5% paid by Council
- Medical (includes a drug and alcohol screening) and audio required as part of selection process

This document reflects the major elements and responsibilities of this position and is not designed to be prescriptive in nature. A full Position Description will be provided to candidates upon request or upon offer of employment.