INNER WEST

POSITION DESCRIPTION

Position Title	Parking Officer
Directorate	Planning
Service	Regulatory Services
Responsible to	Team Leader Parking Services
Position Supervises	**Direct:** Nil **Indirect:** Nil
Position No.	TBC
Status	Permanent full time
Hours	38 hours per week within a 7-day rotating shift in accordance with the Ranger Services Agreement of the former Marrickville Council
Salary Point	Grade 5.E -5.4 (previous Marrickville) **Band/Level:** 2/1
Allowances	The above figure is inclusive of 18.8% loading in accordance with the Ranger Services Agreement of the former Marrickville Council.
Pre-employment checks **Legislative requirements**	ϒ Police Check Pre Employment Medical
Date reviewed: February 2023	**Reviewed by:** Parking and Ranger Services Manager

these areas to allow sustained productivity and opportunities for skills growth.

POSITION PURPOSE

As a Parking Officer you will be responsible for undertaking various parking patrols and associated tasks across the Inner West Local Government Area, these include (but are not limited to):

• Carry out parking patrols as tasked in school zones, clearways, residential parking scheme areas, Council car parks,
• Take appropriate action in accordance with your delegations, Legislation, Councils policies, procedures and guidelines whilst on patrol.
• Report damage to parking signage and other Council assets,
• Develop working knowledge of the Acts and Regulations (e.g. Local Government Act, Roads Act, Australian and/or NSW Road Rules).

SELECTION CRITERIA

Inner West Council is committed to the principles of Equal Employment Opportunity, Work Health and Safety, sustainability, continuous improvement and business excellence. The community is at the heart of the organisation and Council puts its values of integrity, respect, innovation, compassion and collaboration at the centre of everything we do. Employees are expected to demonstrate commitment to these values in performing their respective roles. In addition to these, the following criteria outline those that are relevant to this specific position.

Essential Criteria

1. Demonstrated ability to communicate with a diverse community preferably in a regulatory role.
2. Ability to read and understand, apply and enforce legislation, policies and guidelines.
3. Well-developed interpersonal skills, including demonstrated conflict resolution, consultation, negotiation and customer service skills.
4. Well-developed written communication skills, including the ability to complete forms, maintain records and write investigative reports or similar documents in support of legal prosecutions
5. Proven ability to work unsupervised.
6. Capacity to work a rotating 7-day roster, including early and late shift rotation in all weather conditions
7. Demonstrated behaviour consistent with Council's Values of integrity, respect, innovation, compassion and collaboration.
8. Class C Driver's Licence.
9. Knowledge of and commitment to equal employment opportunities, diversity, work health and safety, ethical practice

KEY DUTIES, ACCOUNTABILITIES & RESPONSIBILITIES:

• Undertake parking patrols in accordance with daily and weekly tasking's to ensure compliance with relevant legislation, statutory requirements, industry best practise, Councils policies, procedures and guidelines.
• Ensure Councils records in relation to request management, records management; email system and any other relevant database are maintained and up to date.
• Take appropriate action in accordance with your delegations, Councils policies, procedures and guidelines whilst on patrol.
• Prepare and submit documentation to Council's legal team and give evidence in the Local Court and any other relevant Court when required.
• Provide courteous, helpful and responsible service to customers
• Contribute to the continuous improvement of the Parking Services Section and the development of the team,
• Report damage to parking signage and other Council assets,
• Undertake other duties as assigned by the Senior Parking Officer, Team Leader Parking Services or the Parking and Rangers Services Manager.

KEY RELATIONSHIPS:

Internal: Senior Parking Officer, Team Leader Parking Services

External: Police, RMS, SDRO, Court Officers

WORK HEALTH AND SAFETY RESPONSIBILITY STATEMENT
EMPLOYEES WITH NO STAFF REPORTING TO THEM AND/OR NO MAJOR PROJECT RESPONSIBILITY

LEVEL 6

Level 6 staff are required to perform their duties in accordance with their job description and safe working practices. It is the responsibility of each staff member to ensure that they comply with Work Health & Safety legislation as well as Council policies, procedures and safe work practices and that their actions do not subject any person to risk. The responsibility of this position requires:

Responsibilities	Performance Measures
• Ensuring all work is performed in accordance with requirements of the Health and Safety policy, procedure and legislation	• Conformance to WH&S policy and procedures • Knowledge of, and use of Safe Work Method Statement (SWMS) and Standard operating procedures
• Taking reasonable care for their own Health and Safety as well as that of others	• Use of SWMS and Standard operating procedures
• Having an understanding of the Health and Safety requirements associated with their employment	• Training records
• Reporting all identified hazards, accidents/incidents and near misses to their manager/supervisor • Ensure all potential or actual areas of danger within the workplace are immediately made safe, repaired and reported to the appropriate person/s as soon as possible;	• Hazard identification reports • Workplace inspection reports
• Using and maintaining all safety equipment and personal protective equipment (PPE) in accordance with relevant standards.	• PPE maintenance records • Knowledge and use of Standard operating procedures
• Working in accordance with relevant competency standards	• Training records. • Supervisor site inspection records
• Knowledge of WH&S and related legislation within scope of job description	• Attendance at training sessions

<u>Applicant Declaration</u>

I, ... have read and understood the position description for the **Parking Officer** as detailed in this document.

Signature: Date: /

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