



## **POSITION DESCRIPTION**

<b>TITLE</b>	<b>:</b>	<b>COMMUNITY PARKING OFFICER</b>
<b>DIVISION</b>	<b>:</b>	<b>ENVIRONMENTAL &amp; COMMUNITY MANAGEMENT</b>
<b>DEPARTMENT</b>	<b>:</b>	<b>COMPLIANCE &amp; ENFORCEMENT</b>
<b>REPORTS TO</b>	<b>:</b>	<b>TEAM LEADER – ENFORCEMENTS</b>
<b>STAFF REPORTING TO</b>	<b>:</b>	<b>Nil.</b>
<b>GRADE</b>	<b>:</b>	<b>5B – 5E</b> <b>Inclusive of 17% loading (hours &amp; weekends)</b>
<b>DATE:</b>	<b>:</b>	<b>APRIL 2015</b>

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### **1. POSITION PURPOSE**

- 1.1 Enforce parking regulations as delegated to Council. This can include regulations under the:
- Local Government Act (and associated regulations)
  - Roads Act (and associated regulations)
  - Road Transport Act (and associated regulations)
  - Australian and /or NSW Road Rules
- 1.3 Demonstrate behaviour which promotes the image of Council as professional, efficient and courteous through:
- acting with respect & integrity
  - being ethical in all business practices
  - taking responsibility for the work undertaking and actions
  - complying with Council policies, business directives, Code of Conduct and Workplace Health and Safety requirements

### **2. POSITION OBJECTIVE**

To provide efficient and effective enforcement of car parking regulations, on a daily basis, that:

- (a) Maximises vehicular turnover and the availability of car spaces; and
- (b) Ensures safe and responsible parking practices.

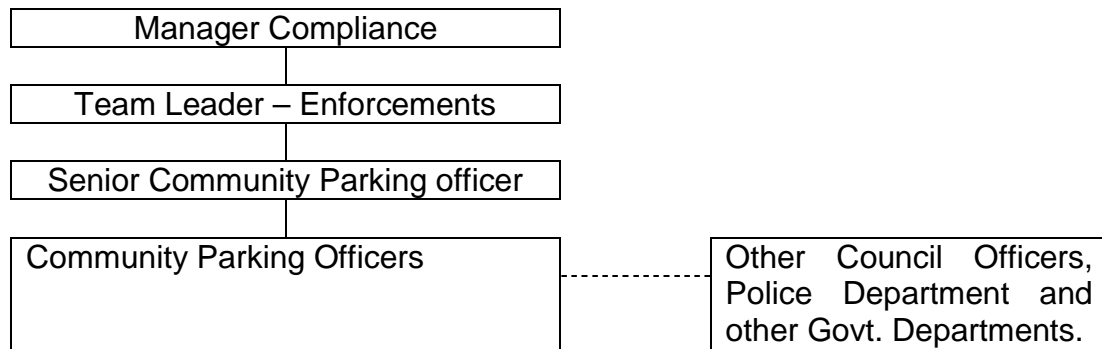
### **3. KEY DUTIES**

- 3.1 Enforce parking regulations as delegated to Council. This can include regulations under the:

- Local Government Act (and associated regulations)
  - Roads Act (and associated regulations)
  - Road Transport Act (and associated regulations)
  - Australian and /or NSW Road Rules
- 3.2 Conduct regular patrols of nominated areas so as to enforce specific parking regulations and other acts if required and issue infringement notices for illegal parking.
- 3.3 Perform duties in an efficient and courteous manner and promote Council by conforming to all requirements regarding appearance, dress standards and performance on duty.
- 3.4 Maintain computer hand held devices (PIN Force), by ensuring;
  - \* that hand held devices are charged and ready for each shift
  - \* that Infringement tickets are downloaded from the hand held device at the end of each shift
  - \* that hand held devices are cleaned and stored correctly in lock up facility provided
  - \* that any faults with the unit are reported immediately to the Team Leader, Enforcements and to the IT Department
- 3.5 Complete and maintain up to date log books of all patrols undertaken.
- 3.6 Keep accurate and up to date field notes in relation to any action taken or relevant matter observed.
- 3.7 Report any signposts that require maintenance within the Local Government Area.
- 3.8 Report promptly relevant information about other regulatory or safety issues. (I.e. dumped rubbish, abandoned cars, road obstructions hoardings, skip bins or damage) to the appropriate Council Officer.
- 3.9 Provide information and documentation to assist with evidence preparation for legal proceedings or wherever an inquiry arises.
- 3.10 Appear as a witness at Court for parking or other relevant matters.
- 3.11 Carry out, and document actions taken, in regard to specific patrols requests made by Senior Council Officers.
- 3.12 Contribute to the identification and eradication of corruption in parking enforcement.
- 3.13 Implement Council's WHS and EEO procedures.

Undertake other duties as assigned by the Manager Compliance and Enforcement.

#### 4. ORGANISATION RELATIONSHIPS:



#### 5. CONDITIONS:

- ♦ 35 hour week over a seven day week roster with shifts (max spread 7am –10 pm)
- ♦ 1 Rostered Day Off per 4 weeks additional time to be worked to accumulate RDO is over and above the 35 hour week.
- ♦ Uniforms to be provided by Council.
- ♦ The position is subject to a 6 month probationary period.

#### 6. ESSENTIAL CRITERIA

- 6.1 Demonstrated ability to work with minimum direct supervision.
- 6.2 Good verbal skills, including an ability to deal with the public in a calm, courteous and tactful manner.
- 6.3 Demonstrated problem solving skills, and ability to exercise appropriate discretion.
- 6.4 Ability to work morning and afternoon shifts, including weekends, in accordance with the roster.
- 6.5 Ability to observe details and record information in a legible manner.
- 6.6 Be physically capable so as to patrol a variety of streets for a predominant part of the working day.
- 6.7 Demonstrate ability to work in a cohesive manner with other team members.
- 6.8 Ability to diffuse volatile situations by using your outstanding customer service skills.
- 6.9 Current Class C Motor Vehicle Drivers License.
- 6.10 Commitment to Equal Employment Opportunities, Workplace Health and Safety Principles and ethical conduct.

## **7. DESIRABLE CRITERIA**

- 7.1 Knowledge of the Local Government Act, Roads Act, Road Transport Act (and the Act's associated regulations), Australian and NSW Road Rules as they relate to parking enforcement (as delegated to Council)
- 7.2 Ability to prepare, compile and write-up briefs of evidence
- 7.3 First Aid Certificate or willing to attend to complete the certificate
- 7.4 A basic working knowledge of computer database applications and word processing programs

## POSITION DESCRIPTION ATTACHMENT

### EMPLOYEE

#### WORKPLACE HEALTH AND SAFETY

All employees of the Leichhardt Municipal Council are required to participate in the Council WH&S Management Program.

Specifically, this means performing your work in a safe manner and monitoring your workplace for hazards or risks.

You must take reasonable care for your own health and safety and for those who may be affected by what you do or fail to do in the workplace.

You must cooperate with actions taken by the Council to comply with WH&S legislation and not intentionally or recklessly interfere with or misuse anything provided at the workplace in the interests of health, safety and welfare.

#### RISK MANAGEMENT OF LEICHHARDT MUNICIPAL COUNCIL ASSETS

All employees of the Leichhardt Municipal Council are accountable for the management of risk within their own areas of responsibility. Risk includes, but is not limited to:

- Injury to persons or damage to the property of members of the community.
- Environmental risks.
- Damage or unauthorized entry to the Council's buildings and damage to its equipment.
- Loss of the Council's reputation as a good corporate citizen.

To assist you in meeting this responsibility the following policies and procedures have been established which you are required to familiarize yourself with and observe:

- The Risk Management Policy located on the Leichhardt Municipal Council intranet.

Responsibilities	Performance Measures
<ul style="list-style-type: none"><li>• Ensuring all work is performed in accordance with requirements of the Health and Safety policy, procedure and legislation</li></ul>	<ul style="list-style-type: none"><li>• Conformance to WH&amp;S policy and procedures</li><li>• Knowledge of, and use of Safe Work Method Statement (SWMS) and Standard operating procedures</li></ul>
<ul style="list-style-type: none"><li>• Taking reasonable care for their own Health and Safety as well as that of others</li></ul>	<ul style="list-style-type: none"><li>• Use of SWMS and Standard operating procedures</li></ul>
<ul style="list-style-type: none"><li>• Having an understanding of the Health and Safety requirements associated with their employment</li></ul>	<ul style="list-style-type: none"><li>• Training records</li></ul>
<ul style="list-style-type: none"><li>• Reporting all identified hazards, accidents/incidents and near misses to their manager/supervisor</li><li>• 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;</li></ul>	<ul style="list-style-type: none"><li>• Hazard identification reports</li><li>• Workplace inspection reports</li></ul>
<ul style="list-style-type: none"><li>• Using and maintaining all safety equipment and personal protective equipment (PPE) in accordance with relevant standards.</li></ul>	<ul style="list-style-type: none"><li>• PPE maintenance records</li><li>• Knowledge and use of Standard operating procedures</li></ul>
<ul style="list-style-type: none"><li>• Working in accordance with relevant competency standards</li></ul>	<ul style="list-style-type: none"><li>• Training records.</li><li>• Supervisor site inspection records</li></ul>
<ul style="list-style-type: none"><li>• Knowledge of OHS and related legislation within scope of job description</li></ul>	<ul style="list-style-type: none"><li>• Attendance at training sessions</li></ul>