

POSITION DESCRIPTION

1. Position Details

Position Title: Trainee Parking Officer
Position Grade: Trainee Grade from Award
Award: Local Government (State) Award 2010
Effective Date: 2 April 2012

2. Organisational Context

Directorate: Planning & Environmental Services
Department: Environmental Health & Regulatory Services
Reports to: Coordinator Parking Enforcement
Direct Reports: Nil
Delegations: As per Council's delegations register

3. Child Related Employment

Not Applicable

4. Primary Purpose/Objective of the Position

- To contribute to the improvement of the utilisation of parking spaces and flow of traffic for the community by implementing Council's standard operating procedures for Parking Officers.
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5. Key Operational Tasks and responsibilities

General

- The assessment and subsequent initiation of action within Councils area of responsibility to ensure statutory requirements are fulfilled in order to abate or rectify problems and breaches of appropriate legislation arising from the administration of such Acts as the Local Government Act; Impounding Act; Traffic Act; and any other statutes and Council Policies as appropriate involving:

- Conducting parking enforcement operations within Council's Free Parking Areas and Residential Parking Scheme Areas.
- Conducting parking enforcement operations for unauthorised vehicles on footpaths and unauthorised obstructions on footpaths.
- Issuing infringement notices and other appropriate action in respect of relevant legislation including but not limited to litter control, rubbish dumping, street trading, footpath obstructions, parking, patrol of parks and reserves, public notice enforcement, impounding of articles on streets, opening gates and toilets within parks, removal of unauthorised posters etc.
- Appearing and assisting Council as a witness with matters at the Local Court arising from the issue of infringement notices as required.
- Liaising/Reporting missing/damaged parking signage with Councils Traffic Engineers
- Liaising with the public and providing advice regarding parking & traffic enquiries.
- Keeping abreast of changes by securing and maintaining literature on all aspects of parking & traffic regulation.
- Interchanging duties with other personnel within the Department where appropriate skills are held for the purpose of multi-skilling.
- Attending training programs / seminars as directed by the Manager Environmental Health and Regulatory Services.
- Working within a roster system that may include after hours and weekend work where required.
- Other duties as may be directed by the Manager Environmental Health and Regulatory Services or Coordinator Parking Enforcement.

6. Selection Criteria

Essential

- Sound verbal and written communication skills.
- Sound conflict resolution and mediation skills.
- A demonstrated commitment to EEO and OH&S principles.
- Current Class C Drivers Licence.
- Completion of Year 10 School Certificate.
- Flexibility to work outside of and in addition to normal hours of work.
- Proven ability to work well within a team environment.

Desirable

- Knowledge of Microsoft Office Software.
- An understanding of the relevant legislation relating to parking enforcement.
- Completion of Year 12 High School Certificate.

7. Key Organisational Responsibilities

All employees of Kogarah City Council must adhere to the following key organisational responsibilities:

- **Vision, Mission and Values** – apply and promote the Kogarah City Council vision, mission and values. Kogarah City Council's Values (VISTA) are at the very core of what we do and help to build and maintain our family friendly, cohesive and progressive culture. These values are to be reflected in the everyday actions and decisions of all employees. Kogarah's Values are:
- **Valuing People** – we care about our people and show this by:

- Treating others with kindness and courtesy
- Respecting people's differences and accepting their individual characteristics
- Embracing diversity
- Acknowledging the ideas and contributions of others and celebrating successes
- Working in a safe manner
- **Integrity** – we value trust, honesty and respect for each other and show this by:
 - Being open and honest with each other
 - Being reliable and delivering on our commitments
 - Acting fairly and lawfully
 - Being consistent in our decision making, behaviour and interactions
 - Maintaining high standards of personal conduct and character
- **Serving our Customers** – we provide quality service to our customers and show this by:
 - Listening and responding to the needs of both or internal and external customers
 - Delivering prompt, courteous and helpful service
 - Providing services and facilities that offer value to the community in terms of cost, quality, reliability and timeliness
 - Ensuring our decisions are economically, socially and environmentally sustainable
 - Having positive interactions with other staff and the community
- **Teamwork and Communication** – we work together to achieve our shared goals and objectives and show this by:
 - Our willingness to be flexible in assisting others when they need help
 - Sharing knowledge, ideas and talents to problem solve and achieve outcomes
 - Engaging in clear and open communications
 - 'Encouraging participation in decision making
 - Open and honest communication
- **Achieving Excellence** – we achieve excellence by:
 - Leading by example in all areas of our business
 - Being innovative and having a strong commitment to continuous improvement
 - Promoting and embracing meaningful change
 - Applying ourselves fully so that we consistently meet or exceed individual, team and organisational goals and objectives
 - Persisting when faced with obstacles or challenges
- **Occupational Health and Safety** – observe safe work practices and operating procedures and comply with the requirements of OH&S legislation and Council's associated OH&S Policies and Procedures.
- **Equal Employment Opportunity** – comply with Council's EEO Management Plan and associated policies, procedures and principles.
- **Performance Management** – perform to the best of your ability at all times and participate in the annual performance appraisal process. Where your performance is below standard, counselling, corrective or disciplinary action may be taken.
- **Training and Development** – participate in training and development activities as appropriate to enhance personal development and productivity requirements and as appropriate to the position. Apply any learned skills or knowledge on the job.
- **Ethical Conduct** – comply with the requirements of Council's Code of Conduct.
- **Council Policies and Procedures** – Ensure familiarity with and adherence to all Council policies and procedures.
- **Environmental Sustainability**

Employees should use our natural resources such as water, energy and waste in a responsible manner. Every little effort counts towards creating a better future and therefore, you should always try to sensibly minimise your environmental impact regardless of your role and duties within Council.

- **Organisational Planning** – Employees should play an active role in assisting Council to achieve the strategic goals and objectives outlined in the Community Strategic Plan by performing the tasks associated with their position in a manner that is consistent with these plans. Employees should

understand how their position is linked to the Community Strategic Plan and Delivery and Operational Plans.

8. Acknowledgement

I have read and understood the contents of this position description and accept the following:

- This position description is not to be considered as a complete list of responsibilities and that other duties may be required consistent with my grade/classification from time to time.
- My position is dynamic and that continuing development, change and improvement of processes, practices, knowledge, skills and behaviours is expected by Kogarah City Council.
- My position will develop over time and this position description will facilitate this development as a 'living document' that I will actively invest in.

Employee: _____ Date: _____

Manager: _____ Date: _____