



POSITION DESCRIPTION

POSITION TITLE:	PARKING ENFORCEMENT OFFICER
AWARD CLASSIFICATION:	BAND 4
POSITION NO:	500126
BRANCH:	COMPLIANCE & PARKING
DIVISION:	ENVIRONMENT & PLANNING
CURRENCY:	REVIEWED NOVEMBER 2011
DATE APPROVED:	REVIEWED NOVEMBER 2011
APPROVED BY:	MANAGER, COMPLIANCE & PARKING



Position Description

3. KEY RESPONSIBILITY AND DUTIES:

- 3.1 Enforce the provisions of the Road Safety Act and Regulations, the Local Government Act, Local Laws and other relevant legislation.
 - 3.2 Attend, investigate and resolve enquiries and complaints promptly & responsively with diplomacy & integrity.
 - 3.3 Liaise as necessary with other Council officers, particularly those holding enforcement responsibilities.
 - 3.4 Observe and report defective parking restriction signs, ticket machines, parking meters, poor lighting and matters which could affect public safety or detract from Council's image.
 - 3.5 Maintain accurate records of infringements and inspections, including file notes and records of interview for all matters investigated.
 - 3.6 Attend court and give evidence when necessary in connection with the carrying out of Parking Enforcement duties.
 - 3.7 Undertake other duties as required within the limits of employee's skills, competence and training.
 - 3.8 Work within the roster requirements of the position and reasonable overtime as required. Also be available for work during major events including Grand Prix and St Kilda Festival.
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4 ACCOUNTABILITY AND EXTENT OF AUTHORITY

- 4.1 Effectively and efficiently enforce the Road Safety Act and Regulations, Local Government Act, Local Laws and other relevant legislation.
 - 4.2 On request, provide accurate and timely advice in regard to all statutory responsibilities for which the position is responsible.
 - 4.3 Discharge, with integrity, duties under the Acts and Regulations.
 - 4.4 Enforce provisions under the relevant Acts and Regulations.
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5 JUDGMENT AND DECISION MAKING:

- 5.1 Make decisions about the application of prescribed rules and procedures as set out in the Road Traffic Act and Regulations, Local Laws and other relevant legislation.
 - 5.2 Guidance and advice is readily available within the time required to make a decision.
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6 SPECIALIST SKILLS AND KNOWLEDGE:

- 6.1 Proficient in the applications of the relevant sections of the Road Safety Act and Regulations, Local Government Act, Local Laws and other legislation.
 - 6.2 Use simple screen based computer equipment, such as portable data entry devices.
 - 6.3 Basic skills in Microsoft Windows and Outlook personal computer applications.
 - 6.4 Apply a broad understanding of the roles of other units within the Council with an enforcement function.
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7 MANAGEMENT SKILLS:

- 7.1 Plan and organise daily activities to effectively enforce the Traffic Regulations.
 - 7.2 Work under limited supervision.
 - 7.3 Assist other employees by providing advice, guidance & training on routine matters.
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8 INTERPERSONAL SKILLS:

- 8.1 Excellent communication and negotiation skills to gain cooperation and assistance from the public.
 - 8.2 Tactfully deal with public complaints.
 - 8.3 Ability and willingness to work as an effective member of a team.
 - 8.4 Complete note-taking function when issuing infringements to a standard suitable for external review.
 - 8.5 Write standard reports and complete standard forms.
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9 QUALIFICATIONS AND EXPERIENCE:

- 9.1 Current Victorian Drivers Licence
 - 9.2 The physical ability to undertake the tasks associated with the activities of Parking Enforcement.
 - 9.3 Demonstrated experience in a local government or relevant law enforcement background.
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- 9.4 Attained a good standard of general education, eg Year 11 level or equivalent with relevant workplace qualifications.

10 OCCUPATIONAL HEALTH & SAFETY:

- 10.1 Must have an understanding of and comply with the CoPP OHS Policy, procedures and legislative requirements relevant to the position.
- 10.2 Communicate with employee health and safety representatives and supervisors about OHS.
- 10.3 Report any unsafe practices and/or hazards in the workplace and suggest injury prevention measures
- 10.4 Required to participate in programs and training to improve risk management including health and safety within the workplace.
- 10.5 Perform your work in a way that is safe and does not put you or others at risk.
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11 KEY SELECTION CRITERIA:

- 11.1 Excellent communication and negotiation skills including the ability to understand and tactfully deal with public complaints.
- 11.2 Build and manage strong relationships to make a positive contribution to a range of teams.
- 11.3 Make decisions about the application of prescribed rules and the procedures as set out in the Road Safety Act and Regulations, Local Laws and other relevant legislation.
- 11.4 Exercise personal judgement within agreed standards to respond to a request on the same day it is received.
- 11.5 Work within the roster requirements of the position.
- 11.6 Basic skills in Microsoft Office and Outlook personal computer applications.