

TIMARU DISTRICT COUNCIL
REGULATORY SERVICES GROUP
POSITION DESCRIPTION
PARKING OFFICER

Primary Objective

The Parking Officer is responsible to the Environmental Health Manager, for the effective policing of restricted parking areas.

Position Summary

To enforce all parking restrictions, regulations and other offences covered by the Transport Act and the Timaru District Council Bylaws throughout the Timaru District.

To maintain a high standard of public relations when dealing with members of the public during the provision of infringements or information.

Position Accountabilities

- 1 Carry out regular parking patrols (including rostered sole charge Saturday mornings) within the Timaru District, to monitor compliance. Infringement notices are issued for offences against the Timaru District Bylaw, the Land Transport Act 1998 or Transport (Vehicle & Driver Registration and Licensing) Act 1986.
- 2 Process issued stationery vehicle infringement notices and additional evidential material into computer system.
- 3 Investigating public complaints via CRM's in the suburban area. Assessing the complaint, issuing offence notices and supplying evidence that supports the decision.
- 4 The collection of parking revenue on Monday, Tuesday, Thursday and Friday and safely return revenue to Customer Services.
- 5 Maintain parking meters through minor repairs and report faulty or damaged infrastructure items to Customer Services.
- 6 Monitor activities of skateboarders, approach, and if necessary contact security company.
- 7 The correct wearing of the uniform provided to reflect a good image.
- 8 Keep informed of and up to date with current Legislation and Bylaws.
- 9 Train new parking staff.
- 10 Relevant duties that may from time to time be required by the Environmental Health Manager.
- 11 To be actively involved in CDEM when required.

12 To promote the Council's COSI culture.

Person Specification

Parking Officers are often the first point of contact for the Timaru District Council, and the representatives the public see most often.

They should:

- Have an outgoing and friendly personality, able to deal with the public effectively
- Be capable of working diligently and making appropriate decisions in unsupervised situations, using sound judgment based on their knowledge and experience.
- Be capable of working in variable weather conditions.
- Have good computer and mobile phone skills.
- Be of a good character with no criminal convictions.
- Hold a current drivers licence.
- Have a minimum NCEA Level 1 in English and Mathematics or equivalent.

Jonathan Cowie
Environmental Health Manager

Parking Officer

Date