

## **JOB DESCRIPTION - CITY DEVELOPMENT**

### **IDENTIFICATION**

Post Title:	Parking Attendant	Post Ref:	
Section:	Parking Team	Grade:	5
Responsible to:	Senior Parking Attendant		
Responsible for:	Parking Enforcement and related duties		

### **JOB PURPOSE**

Responsible for enforcing both on and off-street parking restrictions throughout the city in accordance with the relevant traffic regulations. To include waiting restrictions, disabled bays, bus stops and parking bays.

### **PRINCIPAL WORKING CONTACTS**

Senior Parking Attendant

Enforcement Operations Supervisor

Members of the Public

### **MAIN DUTIES**

Undertake patrols both on and off street throughout the city, either individually or as part of a team. Patrols will be carried out on foot with the use of a vehicle to cover outlying areas. It is likely that a parking attendant will walk around 10-12 miles a day on different terrain and, therefore, must be physically fit.

Identify contraventions of the Traffic Regulation Orders under the Road Traffic Act 1991 and issue Penalty Charge Notices when appropriate using a smartphone.

Ensure that all work undertaken complies with the relevant code of practice and is in accordance with statutory requirements.

To ensure that all parking attendant's equipment is functional at all times and any faults are reported to Senior Parking Attendants.

To maintain accurate records of enforcement activity for reporting purposes.

To ensure road markings and signs are of an adequate standard to ensure effective enforcement, recording and reporting defects as appropriate.

Inspect meters prior to enforcement to ensure they are functional and report any faults to Senior Parking Attendant.

To deal with members of the public politely, firmly and fairly often in challenging situations.

To wear the approved uniform at all times on duty and to maintain a smart appearance.

To operate on a rota system as allocated.

To advise the public in relation to enquiries concerning parking matters.

Ensure a positive image of Dundee City Council is presented at all times.

Display a responsible role in relation to health and safety welfare and discipline at all times.

Ensure that all council vehicles are operated in accordance with the defined code of practice for drivers and relevant legislation.

## **OTHER DUTIES**

This job description is a broad picture of the post at the date of preparation. It is not an exhaustive list of all possible duties and it is recognised that jobs change and evolve over time. Consequently, this is not a contractual document and the postholder will be required to carry out any other duties to the equivalent level that are necessary to fulfil the purpose of the job.

## PERSON SPECIFICATION

POST TITLE: Parking Attendant

DEPARTMENT/SECTION: Roads and Transportation - Parking

	ESSENTIAL REQUIREMENTS	DESIRABLE REQUIREMENTS	METHOD OF ASSESSMENT
PROFESSIONAL/ EDUCATIONAL QUALIFICATIONS	3 National 4s, or equivalent, and/or decriminalised parking enforcement work experience		Application Form/ Interview
RELEVANT WORK/OTHER EXPERIENCE	Proven experience of working face to face with the public.		Application Form/ Interview
PARTICULAR SKILLS/ABILITIES	<p>Ability to demonstrate good people skills, often in challenging situations</p> <p>You must be physically fit and be prepared to walk 10-12 miles a day in all weathers on different terrains</p> <p>Good verbal communication skills - have the ability to communicate clearly and tactfully when dealing with the public.</p> <p>Good written communication skills - have the ability to write clearly and legibly when making manual records.</p> <p>Attention to detail - be able to use smartphones to input, check and update information.</p> <p>Basic numeracy skills.</p>	Good knowledge of local area/streets	Application Form/ Interview
PERSONAL QUALITIES	<p>Flexible approach to working.</p> <p>Ability to work alone and as part of a team.</p>		Application Form/ Interview
ANY ADDITIONAL JOB RELATED REQUIREMENTS	Work on a rota basis, which will include weekends and public holidays	Full Driving Licence (Level 3)	Application Form/ Interview