

# POSITION SUMMARY

## PARKING ASSISTANT - CASUAL (EP538)

<b>Directorate</b>	Environmental, Planning and Building Services
<b>Section</b>	Environment
<b>Classification</b>	Band 1, Level 2, Grade 2
<b>Position Status</b>	Casual
<b>Commencing Salary Range</b>	\$26.77 - \$28.13 per hour (includes casual loading)
<b>Reports to</b>	Team Leader Regulatory Services
<b>Direct Reports</b>	Nil
<b>Work Location</b>	Various

### Position Purpose

To undertake driving duties and assist Council's Rangers in the implementation of mobile parking patrols

### Key Responsibilities

- Undertake driving duties to assist with the implementation of mobile parking patrols
- Respond to requests from the public for directions or other information
- Present a professional and courteous image of Council.

This document reflects the major elements and responsibilities of this position and is not designed to be prescriptive in nature. A full Position Description will be provided to candidates upon request or upon offer of employment.

## Selection Criteria

### Essential

- Current Class C drivers licence
- High level of customer service skills
- Demonstrated ability to work in a team environment
- Pleasant, courteous manner and neat professional appearance
- Ability to work flexible hours
- Demonstrated skills in safe handling of a motor vehicle.

### Desirable

- Previous experience in Local Government.

## Expected Organisational Standards

- Follow defined WHS procedures
- Provide service to customers
- Work effectively in the local government context
- Work with others in local government
- Communicate in the Workplace
- Follow defined risk management policies and procedures
- Follow defined ethical guidelines from Council, including Code of Conduct
- Follow defined environmental sustainability guidelines.

## Employment Conditions

- Casual work on an as required basis
- Must be available to work on Mondays and other weekdays as required
- Hours of work are 8.30am to 4.00pm
- Superannuation of 9.5% paid by Council
- Medical (including drug & alcohol testing) and audio required as part of selection process.

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