

Parking Civil Enforcement Officer

# Job Description

**Role Profile**  Operational band

**Service/Team** Parking Services\_

**Reports to** Parking Supervisors \_

**Responsible for** N/A\_

**Number of posts** \_

**Post number** 104411\_

**Career Grade** BCP Grade E\_

**My job improves the quality of life for the people of Bournemouth Christchurch and Poole by** ensuring this part of the job is delivered in this way which has this impact.

**Job Overview**

To enforce parking regulations for both on and off-street parking places and assist the public on minor parking enquiries and enforcement matters to ensure safe use of highways and car parks within the Borough.

**Key Responsibilities**

1. To patrol the public highway, Council owned streets, and off-street car parks in shift patterns as directed between the hours of 07:00 and 23:59, 7 days a week. Saturdays and Sundays will be normal statutory days of work.
2. To sign for all equipment issued and is in working order at the start of each patrol.
3. To undertake the enforcement of decriminalized parking in accordance with the appropriate legislation, including.
* Issuing penalty charge notices using handheld equipment.
* Providing affidavits and / or attending hearings as a witness as part of the adjudication service
* Checking of parking machines on site.
* Using a digital camera to record parking contraventions.
* To drive a council vehicle when required including a moped after training.
1. To assist in the maintenance of lines, signs, car parks and other parking equipment during patrols by following prescribed procedures in respect of:
* Reporting defects
* Taking steps to either make safe or notify the public of any malfunction.
1. To assist in any areas associated with the car parking service as and when required, including:
* maintaining the safe operation of car parks when dealing with mechanical or power failure,
* controlling abnormal usage associated with events,
* dealing with an emergency
* gathering information for parking surveys
* placing information notices
1. To act as relief for other parking officers, cashiers, or other posts within the car parking service commensurate with level of post

 (training will be undertaken where appropriate)

1. To report all instances of criminal activity, suspected stolen or abandoned vehicles, and other information to the benefit of the Authority observed during patrols.
2. To undertake duties and training as required which are commensurate with grade of post.
3. To comply with all decisions, policies and standing orders of the Council and any relevant statutory requirements, including the Equality Act, the Health and Safety at Work Act and Data Protection Act.

## Specific Qualifications and Experience

No formal educational qualification required but must be able to write brief reports and accurately record information relevant to a possible prosecution.

## Personal Qualities & Attributes

1. To exercise judgement and make decisions.
2. To communicate clearly verbally with members of the public.
3. To always maintain the highest standards of behaviour.

## Job Requirements

1. Valid UK manual driving licence to drive pool vehicles.
2. Enhanced Criminal Records Disclosure
3. Flexible approach to working hours (to cover rota between 07:00 and 23:59)

This job description is not exhaustive and reflects the type and range of tasks, responsibilities and outcomes associated with this post.