POSITION DESCRIPTION

Position Title:	Parking Warden (PN6114)		
Position Type:	Casual		
Department:	Development and Compliance		
Date Approved:	October 2026	**Salary Classification:**	Grade 2
FTE:		**Award Classification:**	Band 1, Level 3

Position Purpose

Undertake parking patrols, parking compliance activities and community education to support safe, lawful and efficient use of public roads, car parks and public spaces during peak holiday periods.

Promote excellent customer service, safe and lawful parking practices and support the fair and efficient turnover of parking spaces to enhance accessibility for the community.

Key Accountabilities

- Patrol allocated areas and take enforcement action in accordance with the legislative requirements; Council's Policies and Council's Standard Operating Procedures for breaches of parking legislation, failure to comply with terms of notice, as well as other legislation under which they are delegated to act on.
- Issue Penalty Infringement Notices in accordance with applicable legislation, Council delegations and operating procedures.
- Monitor and enforce time-restricted parking zones, loading zones, mobility parking spaces, and no-parking/no-stopping/no camping areas.
- Assist Rangers and Compliance Officers with parking-related investigations and operational activities as required.
- Act as a positive and professional representative of Council, providing accurate information, education and referrals on parking matters.
- Maintain productivity and performance standards through effective patrol coverage, timely response to service requests, and accurate enforcement outcomes.
- Perform any other duties within your skills, competency and training as reasonably directed.
- Work to be undertaken on a rotating roster and availability to be on call and undertake compliance patrols, with some on call/patrols being on weekends, after hours and Public holidays.

Core Competencies (Knowledge Skills and Experience)

Mandatory Qualifications

- Current Class C Driver's License
- Completion of SEINS (Self Enforcing Infringement Notices System) training or the ability to rapidly acquire this.

Note: All licenses/tickets stated in the position description must be current/valid during the duration of your employment. Should there be a change in status it is the employee's responsibility to notify Council as soon as practicable.

Skills and Experience

- Experience and sound knowledge of the Australian Road Rules.
- The ability to deal with people and difficult customers in a calm, courteous and helpful manner at all times.

- Excellent interpersonal skills and ability to provide excellent customer service and deliver quality service outcomes as part of a multi-disciplinary team.
- Ability to participate in a rotating roster for on-call and weekend work and to relieve other Rangers during periods of leave.
- Demonstrated superior communication skills, both verbal and written with customers in a potentially conflict situation.
- Demonstrated ability to work with minimum supervision and as part of a cohesive team within a sensitive and confidential environment.
- Demonstrated high level customer service focus.

Values

Kempsey Shire Council's values are at the core of our work. It is expected that your conduct will reflect Council values, and your commitment to these values will be central to your successful performance as an employee.

CARING Values	
COLLABORATION	
ACCOUNTABILITY	CARING FOR OUR COMMUNITY
RESPECT	CARING FOR OUR TEAM MATES
INTEGRITY	CARING FOR OUR ENVIRONMENT
NURTURING	CARING FOR OUR FUTURE IN THE SHIRE
GROWTH	KEMPSEY SHIRE COUNCIL – WE CARE

Supervision Received

This role reports to the Senior Ranger.

Supervision Exercised

Nil.

Position Description Endorsement

Learning and Development

Position Description reviewed and approved by:

People and Culture Representative:	
Position Title:	
Date:	

People and Culture

Position Description reviewed and approved by:

People and Culture Representative:	
Position Title:	
Date:	

Role Authorisation

«InternalApprovalSignature_tag»

Role Acceptance

I have read and understood the content of the Position Description for my role. I will undertake the responsibilities and behaviour required of me and expect to be held accountable for work performed in accordance with this role.

«CandidateSignature_tag»