

## JOB DESCRIPTION



<b>DIRECTORATE</b>	Place & Climate Change
<b>SERVICE</b>	Neighbourhood Services
<b>POST NUMBER</b>	TBC
<b>POST TITLE</b>	Car Park Attendant/Car Stacker/Enforcement Attendant (Seasonal) - Camber
<b>CONDITIONS OF SERVICE</b>	National Joint Council (NJC) for Local Government Services as amended locally
<b>RESPONSIBLE TO</b>	Coastal Operations Officers
<b>RESPONSIBLE FOR</b>	No supervisory responsibility
<b>JOB PURPOSE</b>	To support the Coastal Operations Officers with the safe provision of the Council's operations in Camber during the summer period

<b>MAIN AREAS OF WORK</b>	
<b>1</b>	Support the public with the use of payment machines and the RingGo app, maintaining a professional, courteous, and polite manner.
<b>2</b>	Act as a first point of contact for visitors arriving in Camber, understanding the purpose for their visit, and ensuring they park in the correct car park. Deliver safety advice and general information to visitors upon arrival in a courteous and polite manner.
<b>3</b>	Assist with car stacking duties as and when required.
<b>4</b>	Assist with diverting traffic when required.
<b>5</b>	Assist emergency services and partner agencies in emergency situations. This may involve keeping emergency access/egress routes clear.
<b>6</b>	Maintain good order and safe conduct of all users in the car parks in compliance with Council regulations. Report any serious misdemeanour or damage to Council property.
<b>7</b>	Ensure car parks and staff welfare spaces are clear of litter and kept clean and tidy at all times.
<b>8</b>	Patrol and monitor the use of car parks and where necessary, issue Standard Charges Notices for non-compliance with the regulations .
<b>9</b>	Regularly inspect car park ticket machines and carry out minor maintenance e.g. removing sand/resolving ticket jams/replacing ticket rolls in accordance with instructions.
<b>10</b>	Ensure that all members of the public and vehicles have vacated Camber car parks and secure car park gates at the close of business.
<b>11</b>	When required and as part of flexible working – to work within other Services and Directorates in support of the Council's overall objectives and projects.
<b>12</b>	Co-operate with Managers in implementing the Council's Health and Safety Policy. The responsibilities of members of staff in respect of this are set out in the Council's Health and Safety Manual.

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To undertake any other duties for which the post holder is competent and which the Service Manager considers necessary for the effective and efficient delivery of the Service.

**JOB REQUIREMENTS**

- Good communication skills
- Ability to deal with members of the public in a courteous and effective manner
- Weekend and Public Holiday working will be required in this post

FEBRUARY 2024 (REFORMAT)