

JOB DESCRIPTION



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

MAIN AREAS OF WORK	
1	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.
2	Support the public with the use of payment machines and the RingGo app, maintaining a professional, courteous, and polite manner.
3	Assist with car stacking duties as and when required.
4	Assist with diverting traffic as and when required.
5	Carry out line painting duties as and when required (Western Car Park).
6	Assist emergency services and partner agencies in emergency situations. This may involve keeping emergency access / egress routes clear.
7	Maintain good order and safe conduct of all users in the car parks in compliance with Council regulations. Report any serious misdemeanour or damage following correct procedures.
8	Ensure car parks and staff welfare spaces are kept clean and tidy.
9	Patrol and monitor the use of car parks and, by agreement with Line Manager, issue Standard Charge Notices for non-compliance with the regulations .
10	Regularly patrol Camber car parks to inspect assets, identify issues and report following correct procedures. Carry out minor maintenance on payment machines e.g. removing sand / resolving ticket jams / replacing ticket rolls.
11	Ensure that all members of the public and vehicles have vacated Camber car parks and secure car park gates at the close of business.
12	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.
13	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.

14

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

MAY 2025