



WADEBRIDGE TOWN COUNCIL

JOB DESCRIPTION

Post:	CAR PARK ATTENDANT
Salary:	24 hours per week: £11,953 to £12,192 (£9.58 to £9.77 per hour) (SCP 4-5 per NJC pay scales)
Located:	Town Council Car Parks
Responsible to:	Amenities Manager

KEY RESPONSIBILITIES:

- Liaise with members of the public by giving information, advice and guidance on parking operations in a courteous manner.
- Provide an efficient and effective customer service by assessing and anticipating customer needs by determining where assistance or intervention may be required.
- Issue fixed penalty tickets and other notices as appropriate where contraventions of the regulations are observed.
- Prevent illegal and unsafe parking and assist the traffic flow in the car park.
- Clean and empty bins, keeping the car parks clean and free of litter.
- Work closely with colleagues and service users to achieve an accessible, safe and attractive environment by ensuring car parks operate in an effective, safe manner and are fit for purpose.
- Use and be responsible for the care, safe keeping and general maintenance of all Council equipment allocated for the delivery of the service and report damage and/or faults to the line manager.
- Prepare and adhere to the risk assessment process for service delivery and complete check sheets to ensure the health and safety of users.
- Inform members of the public of the car park and playing fields regulations and Dog Control Orders.
- Issue Fixed Penalty notices in respect of Dog Control Orders
- Check public conveniences on a daily basis.
- Clean public conveniences if required (not at present).
- Be flexible with regard to working arrangements to suit operational requirements.
- Give evidence in court if required in connection with contravention of Car Parking Orders.
- Comply with legislation/Council policies and to maintain confidentiality as required by the Council.
- Comply with relevant policies of the council to include Information Security, Health & Safety and Equality & Diversity.
- Attend training courses or seminars if required by the Council



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The list of responsibilities is not to be regarded as exclusive or exhaustive; there may be other duties and requirements associated with the post and in addition the post holder may be required to undertake various other duties and/or hours of work as may be reasonably required either at the places of work stated or at any other of the Town Council's establishments.