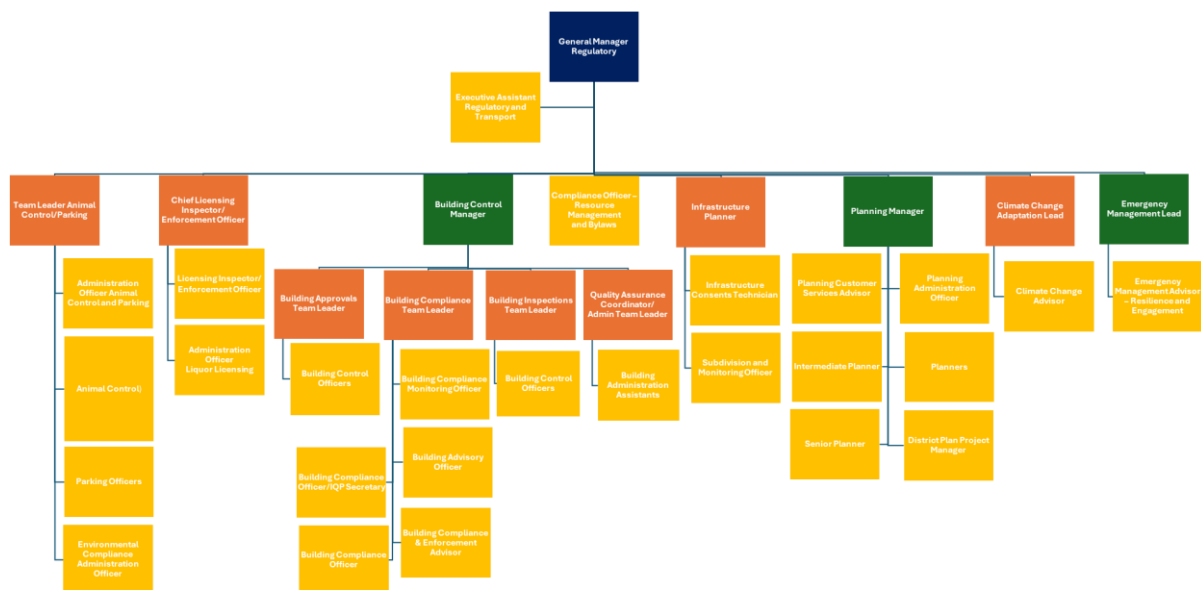


Position Description: Parking Officer

Business Group	Regulatory
Reports To	Team Leader Animal Control/ Parking
Direct Reports	Nil
Date	December 2025
Budget Responsibility	Nil
Financial Delegation	Nil

Business Group Structure



Purpose of the Position

The purpose of the Parking Officer position is to enforce all parking restrictions, regulations and other offences covered by the Transport Act and the Timaru District Council Bylaws throughout the Timaru District.

Parking Officers are required to maintain a high standard of public relations when dealing with members of the public during the provision of infringements or information.

Key Relationships / Customers

External	Internal
Members of the public	Environmental Services Staff
New Zealand Police Force	Team Leader Animal Control and Parking
Timaru After Hours Services	Customer Services Unit
First Security	All TDC Staff

Position Responsibilities

Your general duties include those outlined in this position description and may be reviewed and updated from time to time in consultation with you. You will also be required to undertake any other duties that are within your ability to perform, if asked to do so.

1. Carry out regular parking patrols (including rostered sole charge Saturday mornings) within the Timaru District, to monitor compliance. Infringement notices are issued for offences against the Timaru District Bylaw, the Land Transport Act 1998 or Transport (Vehicle & Driver Registration and Licensing) Act 2011.
2. Process additional evidential material into computer system.
3. Investigate public complaints via CRM's in the suburban area. Assessing the complaint, issuing offence notices, supplying evidence that supports the decision and update details into computer system
4. Carry out the collection of parking revenue on rostered days and safely return revenue to Customer Services.
5. Maintain parking meters through minor repairs and report faulty or damaged infrastructure items to Customer Services.
6. Monitor activities of skateboarders, approach and, if necessary, contact security company.

7. Keep informed of and up to date with current Legislation and Bylaws.
8. Train new parking staff.
9. Actively engage in setting own goals and objectives.
10. Provide assistance with follow up of bylaws complaints and parking administration tasks as required.
11. Assist with other duties as reasonably required by the Team Leader Animal Control and Parking.
12. Take responsibility for ensuring Council information, data and records are stored with appropriate accessibility in designated systems, using processes and tools as described in the current Information Management Policy.
13. To actively contribute to health, safety and wellbeing through working safely, taking responsibility for keeping self and colleagues free from harm, reporting all incidents and hazards promptly and knowing what to do in the event of an emergency.
14. To be actively involved in Civil Defence Emergency Management when required.
15. To live the COSI values; Customer Focus, One Team, Success and Integrity and consciously support a team culture that is consistent with the overall organisations values and above the line behaviours.
16. Commitment to the principles of the Treaty of Waitangi.

Formal Qualifications / Training / Experience

Minimum Qualification	NCEA Level 1 or equivalent, with a focus on numeracy.
Desired Qualification	NCEA Level 2 or equivalent.
Minimum Experience	2 years relevant experience in a similar role.
Desired Experience	3+ years relevant experience in a similar role.
Mandatory Training requirements (these may be reviewed and updated from time to time)	First aid (for which training is provided).

Key Competencies / Skills / Knowledge

- Must be in possession of a full driver's licence.
- Ability to work well as part of a team, yet also conscientiously work unsupervised.
- Have attention to detail and technical ability to handle digital software associated with issuing infringements.
- Have an outgoing and friendly personality, able to deal with a diverse range of public effectively.
- Be capable of working diligently and making appropriate decisions in unsupervised situations, using sound judgment based on their knowledge and experience.
- Able to quickly de-escalate a volatile situation.
- Be capable of working in variable weather conditions.
- Have excellent time management skills.
- Have good computer and mobile phone skills.
- Ability to maintain neutrality.
- Be of a good character with no criminal convictions.
- Be physically fit and able to walk in excess of 20km per day.
- High level of honesty, integrity and a trustworthy manner.

General Manager Regulatory

Parking Officer

Date

Date