



LAUTOKA CITY COUNCIL

ROLE DESCRIPTION: CAR PARK ATTENDANT

CORPORATE INFORMATION

1. Position Level: Admin 4
2. Remuneration: Salary will commensurate with qualification and experience (to be discussed during the interview). This is a contractual position with an open contract period.
3. Duty Station: Civic Centre Building, 169 Vitogo Parade, Lautoka
4. Reporting Responsibilities;
 - a) **Reports to:** Parking Meter Supervisor
 - b) **Liaises with:** Car Part Attendants & Parking Meter Supervisor
 - c) **Subordinates:** NA

ROLE PURPOSE

The purpose of the **Car Park Attendant** position is to ensure the safe, efficient, and orderly operation of municipal parking facilities by regulating vehicle parking, assisting customers, collecting parking fees where applicable, and enforcing Council parking policies and procedures. The role contributes to maintaining public safety, protecting Council assets, and delivering a high standard of customer service to residents and visitors while supporting the Municipal Council's revenue collection and traffic management objectives.

KEY RESPONSIBILITIES

- 1) Assist in enforcing Lautoka Car Park by-Laws at Narara Parade car park, Sugar City Mall and Tukani Car Park.
- 2) Assist efficient operation of council car parks.
- 3) Reporting directly to Parking Meter Supervisor in any matters arising or relating to Car Park duties.
- 4) Issuing tickets to incoming motorists and collection of car park fees and issuing of receipts to the motorists accordingly.
- 5) Recording all income collected on daily basis and conveying the same to the main Civic Centre with the cashier.
- 6) The Council reserves the right to terminate your service for any misconduct on one (1) week notice or should you wish to discontinue or vice versa.
- 7) All other terms of employment shall be as those stipulated in the EMPLOYMENT RELATION PROMULGAMATION 2017 and ERP AMENDMENT ACT respectively.
- 8) Any other duties as assigned by the Parking Meter Supervisor or Head of Finance.

PERSON SPECIFICATION

These are the selection criteria, and identify if an applicant is suitable for the role – there must be a specific link to the Key Duties.

In addition to *an appropriate qualification* (or equivalent relevant experience) the following Knowledge, Experience, Skills and Abilities required to successfully undertake this role are:

Knowledge & Experience

- Basic knowledge of parking regulations and municipal by-laws.
- Understanding of customer service principles.
- Basic cash handling and record-keeping procedures.
- High level of honesty, integrity, and accountability
- Reliable, punctual, and well-presented
- Willingness to work shifts, weekends, public holidays, and overtime when required.
- At least 1 year of experience in customer service, security, traffic management, parking operations, or a similar role is an advantage.
- Experience in cash handling will be an added advantage.

Skills & Abilities:

- Good communication and interpersonal skills.
- Ability to deal courteously and professionally with members of the public.
- Basic numeracy and record-keeping skills.
- Ability to work independently and as part of a team.
- Good observation and problem-solving skills.
- Honest, reliable, and physically fit to work outdoors for extended periods.
- Ability to work flexible hours, including weekends and public holidays when required.

Academic Qualifications

- Completion of Year 12/Form 6 or an equivalent secondary school qualification.
- A certificate in customer service, security, traffic management, or a related field is an advantage.
- 1-2 years' work experience as a Car Park Attendant.
- A valid driver's licence (where required by the Council) is desirable.

Other Requirements:

Ability to pass any required pre-employment medical examination, police clearance and background checks.

Personal Character

All applicants for employment in Lautoka City Council must be of good character, with a background that demonstrates their commitment to the civil service values contained in the Fijian Constitution. Applicants must also be Fijian Citizens, under the age of 60 years, in sound health, and with a clear police record. The selected applicant will be required to provide a medical certificate and police clearance prior to taking up duty.

The Council is an equal opportunity employer. All applicants will be considered for employment without attention to race, colour, religion, sex, sexual orientation, gender identity, national origin and veteran or disability status.