



LAUTOKA CITY COUNCIL

ROLE DESCRIPTION: ENFORCEMENT OFFICER

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:** City Ranger
 - b) **Liaises with:** **Enforcement Officers & City Ranger**
 - c) **Subordinates:** NA

ROLE PURPOSE

Enforcement Officer is responsible for Enforcing Lautoka City Council by-laws and relevant legislation. Protecting and improving the city's environment. Ensuring compliance with:

- Local Government Act
- Land Transport Act 1998
- Traffic Regulations 2000
- Other relevant municipal by-laws and regulations

KEY RESPONSIBILITIES

- Checked vehicles parked in Car Parks and marked places, issue infringement notices as necessary and take appropriate follow up action.
- Conducting inspections throughout the city to identify breaches of Council by-laws.
- Issuing notices, warnings, and taking enforcement action against offenders.
- Attending court proceedings and providing evidence as a witness when required.
- Maintaining records and calculating charges for bus stations, taxi stands, minibuses, and carrier stands.
- Preparing invoices and updating revenue registers.
- Following up on outstanding payments and issuing notices for arrears.
- Enforcing regulations relating to:
 - Street obstructions
 - Illegal trading
 - Encroachments
 - Council parks and reserves
 - Anti-litter offences
- Processing applications for taxi bases, minibus bases, and carrier bases.
- Ensuring streets remain free from illegal obstructions and unauthorized trading.
- Investigating complaints from the public regarding by-law breaches.

- Working with Council departments, government agencies, and stakeholders to achieve compliance.
- Preparing reports and maintaining accurate enforcement records
- 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.
- All other terms of employment shall be as those stipulated in the EMPLOYMENT RELATION PROMULGAMATION 2017 and ERP AMENDMENT ACT respectively.
- 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. No acronyms to be included.

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 and Experience

- Relevant tertiary qualification in Law Enforcement, Public Administration, Management, or a related discipline, or equivalent work experience.
- Sound knowledge of the **Local Government Act, Land Transport Act 1998, Traffic Regulations 2000**, relevant Council by-laws, and other applicable legislation.
- Experience in municipal enforcement, compliance, security, or regulatory services is an advantage.
- Ability to interpret and apply legislation, policies, and Council procedures during enforcement activities.
- Valid **Group 2 Fiji Driving Licence** is mandatory.

Skills and Abilities

- Ability to carry out enforcement assignments independently and in a timely manner.
- Strong analytical and problem-solving skills to assess situations and make sound decisions.
- Ability to establish and maintain effective working relationships with colleagues, government agencies, businesses, and the public.
- Excellent verbal and written communication skills, including the ability to prepare accurate reports and recommendations.
- Strong organisational, planning, and coordination skills.
- Excellent customer service skills and the ability to conduct investigations professionally.
- Ability to assess complex situations fairly and make balanced decisions in resource-constrained environments.
- Demonstrated commitment to innovation and continuous improvement in enforcement services.
- High standards of fairness, integrity, accountability, confidentiality, and impartiality.
- Ability to work effectively as part of a team in a service-oriented environment.

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 Enforcement Officer.
- 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.