

## **Parking Technician**

**Salary:** Band 6 £28,239 - £32,061 per annum plus shift enhancement of 7.5%

**Hours:** Average 37 hours per week.

**Shift Work:** Early starts, evenings, weekends, bank holidays and being on call

**Area:** Portsmouth city boundaries or as directed

**Contract:** Permanent

## **The Team**

The Parking Technical team sits within the Economy, Transport and Planning directorate. The team is made up of Seven officers, three Technicians, two Assistant Technicians and two Cash collectors. The team work together to maintain the city's 291 parking machines, signage and cash collections as directed by the Parking Operations Technical Supervisor or Team Leader

## **The Role**

### **Duties and Responsibilities**

- Be flexible and willing to change shifts to cover colleagues for continuity of service.
- All aspects of Parking machine maintenance as detailed by the Parking Operations Technical Supervisor or Team Leader.
- Assist the Assistant Technicians in their duties as required, to include making and installation of signage. which may include manual handling duties such as heavy lifting and some ladder work.
- Providing cover for the cash collectors when required. These duties will include driving the appointed vehicle, collecting cash and loading/unloading cash boxes.
- Be responsible for the safekeeping of keys and money as directed by the Parking Technical Supervisor & Team Leader
- Undertake any training (internal or external) as deemed necessary by the Parking Technical Supervisor & Team Leader
- Maintain high standards of Health & Safety.
- Implement Policy & Procedures

## **Who is the person?**

- Demonstrated commitment to maintaining high standards of Health & Safety.
- Proven ability to implement policies and procedures effectively and consistently
- Have experience of working with street furniture i.e. parking machines/phone boxes/vending machines/fruit machines or similar
- Experience of writing reports, and keeping data up to date
- Electrical or mechanical fault-finding experience
- Modular systems repair desirable
- Hold a valid G39 certificate or equivalent, or willing to undertake training to achieve G39 certification
- A background in mechanical/electrical engineering is desirable
- Knowledge of machine programming would be advantageous or willing to learn
- Knowledge of xml files and text files would be advantageous or willing to learn
- Have a strong working knowledge of MS Office (ie Word, outlook, Excel spreadsheets) essential
- Be confident in using a laptop, desktop and Tablet essential
- Demonstrate strong skills in administrative tasks and accurate data management
- Making/installing signage desirable
- Have excellent interpersonal and customer service skills as you will be communicating with both internal and external customers.
- Be able to work on your own initiative.
- Willing to carry out physical duties such as moving parking machines/climbing ladders/installing signage.
- Have a good understanding COSHH regulations.
- Keep all mandatory training up to date
- Adhere to Health & Safety/Risk Assessments and Workflows
- Be flexible and adaptable to the needs of the service as and when required. This may include weekends, evenings, early mornings and callouts as required by the needs of the service.
- Expected to be on a rostered 24hr callout basis

- Have a proactive attitude to team working and be willing to support your colleagues as required.
- Promote Portsmouth City Councils core values - Respect, Integrity, Collaboration, Inclusive, People Focused
- Excellent communication skills, both written and verbally
- Have a full clean driving licence as you will be required to drive council vehicles.

### **Additional information**

**If you are shortlisted for interview, we will invite you to spend a day with one of our technicians, this will give you an idea if this is the role for you.**

### **General Data Protection Regulation (GDPR)**

As part of any recruitment process, Portsmouth City Council collects and processes personal data relating to job applicants. Portsmouth City Council is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations under the General Data Protection Regulations (GDPR).

For more detailed information on what we collect, how we use, store, delete data and your rights you can access a privacy statement on our Job board.

You will need to demonstrate that you have the Right to Work in the UK. No post will be offered without it.