



## LAUTOKA CITY COUNCIL

### **ROLE DESCRIPTION**

**ROLE TITLE: Enforcement Officer (x1)**

#### **CORPORATE INFORMATION**

1. Position Level: Admin 4
2. Salary Range: A competitive salary depending on qualifications and work experience will be offered to the successful candidate. This is a contractual position with an initial period of three (3) years.
3. Duty Station: Civic Centre Building, 169 Vitogo Parade, Lautoka.
4. Reporting Responsibilities;
  - a) **Reports to:** City Ranger
  - b) **Liases with:** The Chief Executive Officer, Head of Finance & Administration, City Lawyer
  - c) **Subordinates:** Not Applicable

#### **ROLE PURPOSE:**

- Enforcement Officers is responsible for protection, promotion and improvement of environment to assist in enforcing city By-laws, Land Transport Act 1998 and Traffic Regulations 2000 relating to traffic, parks, noise, obstruction, enforcement and collection of outstanding revenue for the council.
- To enforce Local Government Act, Litter Act 2008, Tobaccos Control Act 2010 and Tobacco Control Regulation 2018 and other relevant by laws and regulations.

#### **KEY RESPONSIBILITIES:**

The role will achieve its purpose through the following key responsibilities. Working with relevant staff, service providers and Stakeholders, in accordance with applicable legislative requirements:

1. Inspect various areas of the city, determine where relevant By-Laws are being violated and take necessary actions
2. Attend legal proceedings and provide evidence in court as a witness as and when required Testifies in court regarding the circumstances surrounding and reasons for issuing TIN citations
3. Maintaining monthly computation of bus station, taxi stand, mini bus stand and carrier stand charges raising invoices and updating relevant revenue registers.
4. Preparing of notices to all offenders in respect of arrears on bus station, taxi stands, mini bus stands and carrier stands. Enforcement of bylaws in regards to encroachments and obstructions plus other matters relating to council parks and reserves and anti-litter notices.
5. Processing and documenting taxi bases, mini bus bases and carrier bases application and other related matters.
6. Ensure the Lautoka (control and use of streets) bylaws are enforced-clearance of street from obstruction and trading on street is prohibited.

7. Look after all council parks and reserves as to council's properties therein.
8. Monitor all activities including Open air service which may be approved by the council to be held in each park.
9. Control noise nuisance around city area.
10. Control of streets (removal of encroachment or obstruction).
11. Serving of notices to bus, mini bus, taxi and carrier operators.
12. Inspecting public buildings for compliance to Tobacco Control Act 2010 and Tobacco Control Regulations 2012.
13. Creating awareness and issuance of Tobacco Control Fixed Penalty Notices to offenders.
14. Provide general assistance to City Ranger and attend to complaints.
15. Monitor illegal operations of taxis, mini buses and carriers in regards to their vehicle
16. Updating and securing files, registers, journals and other records pertaining to the Ranger's Department
17. Relevant enforcement of Land Transport Authority Regulations and Acts on Traffic offenders
18. Maintains a daily log which describes the activities during a tour of duty including infringements issued, citizen complaints or any unusual situations.
19. Provide daily, weekly and monthly reports to City Ranger office in a timely manner. Also carry out monthly internal audit on Tin issuance, register book and filing of green copies and pink copies.

**KEY PERFORMANCE INDICATORS:**

Performance will be measured through the following indicators:

1. Just enforcement of By-Laws of the Council and LTA Regulations & Acts
2. Customer Satisfaction
3. Submission of timely and accurate reports

**PERSON SPECIFICATION:**

In addition to an appropriate qualification (or equivalent relevant experience) the successful person will have a flexible approach and a can do attitude, excellent interpersonal attributes, enthusiasm for delivering outcomes, a high level of attention to detail and accuracy and strong written and verbal communication skills.

**KNOWLEDGE AND EXPERIENCE:**

1. A tertiary qualification is required in accounting/finance/management/law.
2. Thorough knowledge of all phases of enforcement Department work, traffic investigation, apprehension and rules of evidence, management of operations with over 3 years of working experience.
3. Fair understanding of Land Transport Authority Traffic Regulations & Acts
4. Knowledge of basic administration principles and practices including office management, personnel with basic understanding of the Fijian Constitution (2013).
5. Fair understanding of Council's by laws
6. Understanding of teams and how to work within a high expectation service-oriented environment and be able to deal tactfully and effectively with the public and other employees
7. Able to communicate effectively with the public and in the court for the purpose of giving explanations and reasons.

8. Must have a valid Group 2 Fiji Driving licence.

### **SKILLS AND ABILITIES:**

1. Ability to effectively carry out special and general assignments in a timely manner, requiring organization of material and development of procedures without direct supervision.
2. Ability to analyse enforcement problems and to adopt quick, effective, and reasonable courses of action with due regard to surrounding hazards and circumstances.
3. Ability to establish and maintain effective working relationships with other public officials, the general public and analyses and contribute to resolving complex problems using available resources.
4. Ability to speak and write effectively, and to evaluate written and oral reports and make recommendations to improve enforcement services.
5. Ability to work effectively with Supervisors and to set and maintain a positive role model for all personnel. Ability to plan, organizes, coordinate, direct and evaluate the work of support staff.
6. Excellent communication and customer service skills. Write clear and complete reports describing activities, problems, incidents and special circumstances. Demonstrated ability to complete investigation or relevant tasks in a timely manner.
7. Ability to assess multiple sides of an issue, demonstrated ability to analyze and solve complex problems in a resource constrained environment. Good decision making skills.
8. Demonstrated ability to introduce innovation practices to enhance a better image of the city.
9. Demonstrated ability to emphasise fairness, equity and accountability and maintain confidentiality and neutrality, in a sensitive environment.
10. Demonstrated ability to effectively work as a team in a service oriented environment to undertake any given task.

### **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 55 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.

Lautoka City Council is an Equal Employment Opportunity Employer. Applications are encouraged from all eligible, qualified applicants. Only the specific knowledge, experience, skills and abilities required for the job will be considered in assessing the relative suitability of applicants.