

JOB DESCRIPTION

DATE:	December 2005	POST NO. DV0399
DESIGNATION:	Environmental Enforcement Officer	
SERVICE:	Environmental Health and Housing (Pollution Control)	
GRADE:	Scale 3/4	
REPORTS TO:	Chief Environmental Health Officer (Strategy)	
CAR AND OTHER ALLOWANCES:	Essential User	

WORKING HOURS: 37 hours/week, which may include early morning, evening and weekend work.

GENERAL DESCRIPTION OF DUTIES:

To improve the environment/street scene of the borough by deterring defacement by litter, dog fouling, fly tips and graffiti by the use of appropriate enforcement action.

SPECIFIC RESPONSIBILITIES

1. Carry out patrols to detect instances of littering, dog fouling, fly-tipping and defacement by graffiti.
2. Investigate complaints/notifications of fly-tipping and graffiti.
3. Enforce relevant provisions of the duty of care in relation to waste transport and disposal.
4. Institute enforcement action, including issuing fixed penalty notices and preparing cases for prosecution, in accordance with the EHHS Enforcement Policy.
5. Prepare reports/statements of alleged offences for consideration for legal proceedings. Attend court to give evidence.
6. Maintain records of activity, prepare reports and performance statistics.
7. Develop and maintain effective liaison with officers of the council, other agencies (e.g. PCSOs, community wardens), contractors etc.
8. Contribute to publicity and education/promotion initiatives intended to deter environmental crime.
9. Undertake any other related duties as directed.

This job description has been prepared as a working document to identify the main areas of responsibility of the post. It is not intended to be a definitive statement of the duties of the post nor specifically to exclude any task which the post-holder might reasonably be required to undertake.