
Post Title: Assistant Technical Officer

Post Hours: 37 hours per week

Grade: Scale 3

Responsible to: Senior Technical Officer

Responsible for: None

Main contact associated with principal duties:

- Officers of the Council
 - Council Members
 - Members of the Public
 - Officers of other Local Authorities
 - Cleaning and Cleansing Contractors
 - Government Departments
 - Private Sector Environmental Groups
 - Environment Agency
 - Police
 - Environmental Services – Operational, Technical and administrative employees
 - Suppliers
 - Waste Disposal Authority
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Job Purpose:

To work in the community of Pendle in a professional and conscientious manner to assist in the promotion of the authorities commercial waste collection service and enforcing legislation relating to fly-tipping, littering, abandoned vehicles, separation, presentation and removal of waste and waste containers and the clearance of waste from private land. With special attention to areas which suffer from deprivation, the postholder will raise awareness through educational projects or involvement in community events about the impact of littering, fly tipping and the importance of recycling within Pendle. The postholder shall be required to co-ordinate clean ups in areas as required across the Borough.

Control of Resources:

- Digital camera
 - Mobile telephone
 - Council vehicle
 - lone worker unit (currently pick protection)
 - Shared responsibility as a key holder for the Depot
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Main duties and responsibilities:

1. To monitor regular fly tipped sites and respond to complaints relating to new cases.
2. To maintain all comprehensive records of all work activities undertaken by means of a log book and the completion of computerised inspection sheets.
3. Service of S80 abatement notices, S215 notices and fixed penalty notices. Collection of evidence and preparation of statements to enable prosecutions under the Environmental Protection Act 1990, Clean Neighbourhoods Act 2005 and the Refuse Disposal (Amendment) Act of 1978, or any subsequent relevant legislation and amendments.
4. To write and serve Community Protection Warnings and Community Protection Notices.
5. To undertake training appropriate to the duties of the post.
6. Where appropriate recommend the prosecution, prepare evidence and give evidence in Court
7. To liaise with senior colleagues and the legal clerk to deal with fly-tipped waste on private land.
8. To liaise with the Cleansing Section, initiate work orders and arrange for the clearance of fly tipped waste, litter or detritus.
9. To advise and help commercial and local community groups to recycle their waste.
10. To respond to customer complaints/requests reported to the Section both orally and in writing.
11. To organise through local schools and community groups anti-litter competitions and clean-up campaigns.
12. To liaise with and share innovative ideas in promoting anti-litter and waste minimisation with other outside agencies, national bodies and local voluntary bodies.
13. To liaise with the Police and the DVLA on nuisance vehicle campaigns.
14. To work with local community groups and commercial undertakings to develop their capacity to deal with litter and waste.
15. To organise and attend out of working hour's meetings regarding anti-litter awareness campaigns in the deprived wards.
16. Make recommendations as to the service of Statutory Notices, using Acts such as The Town and Country Planning Act 1990 or the Public Health Act 1936.
17. Assist senior Colleagues to produce reports to the appropriate Council Committees.
18. Update computer records linked to abandoned vehicles and the generation of statistics in this area
19. To complete all relevant paperwork linked to abandoned vehicles including instructions to contractor regarding removal of abandoned vehicles
20. To assist colleagues in carrying out Local Environmental Quality surveys recording litter / detritus / graffiti / dog fouling and waste
21. To undertake such other duties as may be assigned and as are commensurate with the grading of the post.

Selection Criteria	Essential or Desirable	Assessment Method
Qualifications		
1. Hold a full current driving licence.	Essential	Application Certificate
Knowledge, skills, abilities and experience		
2. The ability to communicate effectively, in writing and face-to-face with a diverse range of people.	Essential	Application Interview
3. Good IT skills to enable information collection and extraction of data.	Essential	Application Interview
4. Experience of working with a diverse range of customers using tact and diplomacy sometimes in difficult situations.	Essential	Application Interview
5. Good organisational skills to be able to work on own initiative and manage workloads.	Essential	Application Interview
6. Literacy skills to enable the postholder to complete record logs and to write concise and clear reports.	Essential	Application Interview Test
7. Numeracy skills sufficient to provide statistical data.	Essential	Application Interview Test
8. Have experience of working to deadlines whilst under pressure.	Essential	Application Interview
9. Willingness to work occasional evenings and weekends.	Desirable	Application Interview
10. An understanding and willingness to follow health and safety requirements relevant to the post.	Essential	Application Interview
Special Requirements		
- As the post involves driving a council vehicle, the post will also be subject to a satisfactory pre-employment driver assessment and annual assessment thereafter. - To assist in the locking and opening of the depot and provide cover for colleagues during holidays and sickness periods. - As the post involves driving a vehicle, the post is subject to pre-employment and probationary drug and alcohol testing. It will then be part of the ongoing random testing regime for safety critical posts.		