**JOB DESCRIPTION**

**REGENERATION & NEIGHBOURHOODS DEPARTMENT**

**JOB TITLE:** CIVIL ENFORCEMENT OFFICER

**DIVISION:** COMMUNITY SAFETY TEAM

**GRADE:** BAND 7

**RESPONSIBLE TO:** ENFORCEMENT CO-ORDINATOR

**POST REFERENCE:**  SR-103218

**Purpose of Post**

To Carry out inspections and control / enforce regulated parking places including On and Off Street Traffic Regulation Orders throughout Hartlepool under the jurisdiction of The Traffic Management Act 2004.

To patrol areas of Hartlepool as directed, issue Penalty Charge Notices/ Fixed Penalty Notices and to investigate / enforce environmental crimes in accordance with statutory legislation, local policies and regulated procedures.

**Main Duties and Responsibilities**

1. To Patrol and act as an authorised officer and undertake related enforcement duties under the Traffic Management Act 2004 , The Environmental Protection Act 1990, The Clean Neighbourhoods and Environment Act 2005, Highways Act 1980, New Roads And Street Works Act 1991, Control of Pollution (Amendment) Act 1989, Anti-Social Behaviour act 2003,
2. Undertake inspections, patrols and enforcement action, including the issuing of Fixed Penalty Notices and Penalty Charge Notices under the relevant legislation above.
3. Completing notes, reports and witness statements regarding the issuance of FPN’s / PCN’s in accordance with relevant legislation
4. Assist in the preparation of statements of evidence for legal proceedings and appear as Council Witness in Court as and when necessary under the direction of the Enforcement Co-ordinator and carry out related administrative work.
5. To assist in the removal of equine animals (Horses) from public or private land when necessary.
6. To assist with the removal of unauthorised travellers on Council land
7. Undertake inspections and report on the security of void properties, their environmental condition and report when necessary
8. Reporting any instances of damage/malfunction to any equipment or infrastructure relating to the provision of Parking / Environmental Enforcement. Carry out servicing and minor maintenance of pay and display machines.
9. Open and Close any car parks as when required by the Council
10. To clean and maintain car parks including the removal of glass and litter where reasonable
11. Recording, surveying and distribution of any information relevant to enforcement operations
12. To assist the enforcement supervisors / Co-ordinator in the erection of any signage relevant to the enforcement of Parking / Environmental Enforcement.
13. To assist with the eviction of allotment holders as and when necessary.
14. To provide a high standard of personal service and customer care and maintain a close liaison with members of the public.
15. Any other duties of similar nature which might be reasonably allocated and required by the Council.

Changes

Over time Council services change and develop. This can impact upon the main duties and responsibilities of the role, and subsequently the post holder, who will be required to adapt. Any changes will be appropriate to the grading of the post and will be made in discussion with the post holder.

Date: August 2019

**HARTLEPOOL BOROUGH COUNCIL IS COMMITTED TO SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS. THIS POST IS SUBJECT TO SAFER RECRUITMENT MEASURES AND AS A RESULT BOTH A DISCLOSURE AND BARRING SERVICE (DBS) CHECK AND AN ENHANCED POLCE VETTING CHECK WILL BE REQUIRED.**