

Job Description

Post Title: Enforcement Officer AA743

Evaluation: 404 Points **Grade:** N4

Responsible to: Enforcement Supervisor

Responsible for: N/A

Job Purpose: Enforce legislation in relation to parking, and assist with other generic enforcement duties, i.e. litter, refuse, fly posting, dog fouling.

Main Duties: The following is typical of the duties the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

- 1 Patrol assigned area on a routine basis in order to enforce legislation relating to parking and generic enforcement duties.
- 2 Operate **equipment as required in relation to enforcement e.g. vehicles, hand held devices.**
- 3 Attend court as required in relation to enforcement legislation.
- 4 Ensure safe and secure use of buildings, parking places and equipment as appropriate, ensure equipment is maintained, adjusted and correctly stored in accordance with procedures.
- 5 To ensure effective operation of CCTV and take appropriate action.
- 6 Respond to complaints and queries from members of the public and take appropriate action.
- 7 Update and maintain all documentation in relation to Enforcement legislation or procedures.
- 8 Clerical and Administrative duties in relation to enforcement policies and procedures.
- 9 Promote and implement the Council's equal opportunities policies in all aspects of employment and service delivery.
- 10 To report anti social behaviour and criminal damage in compliance with our legal obligations under Section 17 of the Crime and Disorder Act.