



## Lyme Regis Town Council

### Job Description

<b>Job Title</b>	Enforcement Officer	<b>Grade</b>	SCP 18-21 (£31,537-£33,143)
<b>Section</b>	External Works	<b>Hours</b>	<ul style="list-style-type: none"> <li>• 1 Nov to 31 Mar – 27 hours per week (pro-rata for part-time)</li> <li>• 1 Sept to 31 Oct – 37 hours per week (pro-rata for part-time)</li> <li>• 1 Apr to 31 August – 47 hours per week (pro-rata for part-time)</li> </ul>
<b>Reporting To</b>	Operations Manager	<b>Working Pattern</b>	<ul style="list-style-type: none"> <li>• Full time – Up to five days per week</li> <li>• Part-time – Up to three days per week</li> </ul> <p>(This is the maximum and working days will change according to seasonal variations)</p>

#### Job Purpose

- The patrolling of the council-owned car parks, open spaces and other areas, ensuring dog control orders, council byelaws and parking regulations are adhered to.
- To liaise with the police.
- To undertake other duties commensurate with the post.

#### Main Duties

- To patrol council-owned car parks to ensure compliance with parking regulations through, if necessary, the issuing of fixed penalty notices.
- To notify the operations manager of any faults or vandalism to any street work or furniture or equipment and to assist in any remedial activities as directed.
- To collect and remove waste, i.e. litter and dog faeces, daily in an effective and safe manner.
- To be a first point of contact for the town council
- To maintain building security, including the locking and unlocking of buildings
- Cash transfer
- To report defects to Dorset Council
- To report any unauthorised activities to the police or town council offices.
- To liaise with the police and to report any unlawful activities.
- To attend appropriate training courses as required, including training provided by the police.

#### Dimensions

- Responsible for the safe-keeping and good condition of any equipment provided.

### **Supervision and Work Planning**

- The post holder is responsible to the operations manager and will work according to an agreed schedule/work programme, in accordance with the local agreement.

### **Contacts**

- Members of the general public
- LRTC staff
- Police
- Dorset Council

### **Knowledge, Experience And Training**

- Practical common sense and an ability to work on own initiative.

### **Physical Effort And/Or Strain**

- Daily rounds of the town on foot
- Physical effort and strain is involved in carrying out the litter picking and cleansing duties.

### **Working Environment**

- Working in inclement weather conditions
- Dealing with members of the public
- Dealing with dogs, car parking enforcement and the enforcement of Public Space Protection Orders and any enforcement delegated by Dorset Police

### **Equipment**

- Personal and protective equipment, i.e. footwear, uniform, radio, will be provided as necessary

### **General**

- This job description only contains the principal accountabilities relating to this post and does not describe in detail all the tasks required to carry them out.
- Duties may vary from time to time without changing the character of the post or the level of responsibility.

### **Special Notes Or Conditions**

- The post holder will be required to work on Saturdays, Sundays and Bank Holidays.
- The post holder will be required, at the direction of the line manager, to adopt a different work pattern appropriate to the workload.
- Requirement to undertake police vetting

