

# East Herts Council

## STANDARD JOB DESCRIPTION

- This form summarises the purpose of the job and lists its key tasks.
- It may be varied from time to time at the discretion of the Authority, in consultation with the postholder.



**Job Title:** Technical Officer - Environment

**Department:** Housing and Health

**Accountable to:** Service Manager – Licensing and Enforcement

Last updated: 1 April 2020

### JOB SUMMARY

To investigate complaints about statutory nuisance and pollution matters. To carry out monitoring of noise, radiation and atmospheric pollution and maintain records.

### KEY TASKS

1. ***Professional/Operational Responsibilities\****
  - To investigate complaints of nuisance, interview parties involved; liaise with relevant Council Officers, carry out observations and prepare evidence. Attend Court where necessary to give evidence.
  - To investigate complaints of pollution, including drainage. To undertake investigations and observation and prepare accurate notes. Liaise with District EHOs and other colleagues as necessary.
  - To advise on crop residues (burning) Regulations, and to visit site where necessary.
  - To carry out the sampling of air quality within the district including the maintenance of the continuous air quality monitoring sites, and passive diffusion tube survey. To report the results to colleagues as required.
  - To monitor radiation – visit site and record data on computer.
  - To install the environmental noise monitoring equipment in order to provide ambient noise levels for planning applications.
  - To arrange in maintaining the register of premises with prescribed processes under Part 1 of the Environmental Protection Act 1990.

- To prepare monthly performance statistics.
- Maintenance and calibration checks on digital thermometers.
- To carry out twice yearly gypsy count throughout the district.
- To attend site and deal with noise nuisance from audible intruder alarms, and vehicle alarms. Attend Court to obtain warrants for entry as necessary. Liaise with contractors and the police with regard to the disarming of alarms.
- To oversee the yearly methane gas check from landfill site.
- Some out of hours visit may be required.
- Some heavy lifting may be required.
- To assist with the training of the student Environmental Health Officer in all aspects of your work.

2. ***Team Working***

- To participate in team briefings and staff meetings.

3. ***Communication***

- To liaise with the Council's contractors and the police when dealing with the silencing of alarms.
- To liaise with colleagues in the resolution of complaints regarding dog barking.
- Liaise with the district Environmental Health Officers and other relevant Council Officers.

4. ***Service Delivery***

- Respond to request for service within the prescribed service standards.

5. ***Contacts***

- Environmental Health Officers.
- Licensing officers.
- Equipment suppliers and laboratory staff.
- Officers from other Departments within the Local Authority.
- Staff from Housing Associations.

# East Herts District Council

## STANDARD PERSON SPECIFICATION

- This form lists the essential and desirable requirements needed in order to do the job.
- Applicants will be shortlisted solely on the extent to which they meet these requirements



**Job Title:** Technical Officer (Environment)

**Department:** Housing and Health

**Accountable to:** Service Manager – Licensing and Enforcement

Last updated: 1 April 2020

KEY CRITERIA	JOB REQUIREMENTS	F/I/O
1. <b>Qualifications</b>	<ul style="list-style-type: none"> <li>• B Tech Environmental Health specialising in pollution control – or relevant experience</li> <li>• Good written English</li> <li>• Numerate</li> <li>• Full Driving Licence</li> </ul>	<p>F</p> <p>F</p> <p>F</p> <p>F</p>
2. <b>Job Specific Skills &amp; Knowledge</b>	<ul style="list-style-type: none"> <li>• I.T. Skills – Word and Excel</li> <li>• Ability to operate complex technical equipment. Experience Desirable</li> <li>• Evidence of effectively having planned, prioritised, and managed own workload.</li> <li>• Good negotiation skills</li> <li>• Experience in areas detailed on job description under professional/operational responsibilities preferable.</li> </ul>	<p>F</p> <p>F/I</p> <p>F/I</p> <p>F/I</p> <p>F/I</p>
3. <b>Management/ Supervisory/ Team Working</b>	<ul style="list-style-type: none"> <li>• Enthusiastic and flexible approach to work.</li> <li>• Willingness to participate constructively in team meetings</li> </ul>	<p>F/I</p> <p>F/I</p>

<b>KEY CRITERIA</b>	<b>JOB REQUIREMENTS</b>	<b>F/I/O</b>
4. <b>Contacts</b>	<ul style="list-style-type: none"> <li>Ability to work constructively with colleagues, Councillors and members of the Public, the Police and Contractors</li> </ul>	F/I
5. <b>Service Delivery</b>	<ul style="list-style-type: none"> <li>Ability to deliver good customer care and equal opportunities</li> </ul>	F/I
6. <b>Communication</b>	<ul style="list-style-type: none"> <li>Evidence of ability to effectively communicate ideas to third parties.</li> <li>Effective telephone manner.</li> <li>Able to grasp information quickly</li> <li>Ability to deal constructively, with tact and diplomacy, with customers over the telephone and face to face, regarding problems and advice.</li> <li>Pleasant and approachable manner.</li> </ul>	I F/I F/I I F/I I
7. <b>Other</b>	<ul style="list-style-type: none"> <li>Smart business like appearance</li> <li>Good sensory Perception</li> </ul>	I I

<b>KEY</b>	
<b>F</b>	= <b>Application Form</b>
<b>I</b>	= <b>Interview</b>
<b>O</b>	= <b>Other (Specify)</b>