

## **BROXTOWE BOROUGH COUNCIL**

### **JOB DESCRIPTION**

<b>Directorate:</b>	Chief Executives
<b>Division:</b>	Public Protection
<b>Post No. &amp; Job Title:</b>	H79 Environmental Health Technical Officer -Contaminated Land
<b>Grade:</b>	Grade 10
<b>Responsible to:</b>	H69 - Chief Environmental Health Officer
<b>Main purpose of the job</b>	To develop and implement the Council's contaminated land strategy and carry out inspections and associated duties in connection with pollution and public health matters (e.g. noise, odour, drainage, air pollution, pest control and statutory nuisance).

### **Main Duties and Responsibilities:**

1. To provide specialist advice to the Council and on all issues relating to contaminated land including developing, periodically revising, and implementing the Council's contaminated land strategy.
2. To carry out the Council's responsibilities in relation to contaminated land, air quality, atmospheric pollution, odour and noise control, including: -
  - a) Inspection of premises/processes and monitoring of pollutants and noise levels and interpreting of monitoring results
  - b) Assessing compliance with relevant legislation and processing and issuing appropriate permits and licences.
  - c) Investigation of complaints
  - d) Preparation of letters, schedules of work and statutory notices
  - e) Advising on the environmental consequences of planning applications and on conditions to be attached to planning consents.
  - f) Operating and taking responsibility for specialist equipment used on-site,
3. To carry out the Council's responsibilities in relation to general public health matters, including: -
  - a) Carrying out investigations and preparing letters, schedules of work and statutory notices in connection with nuisances, drainage, and filthy and verminous premises
  - b) Organising public health funerals.
  - c) Processing and issuing appropriate licences and registrations e.g. caravan sites, motor salvage operators, scrap metal dealers etc.
  - d) To carry out the duties in respect of private water supplies including risk assessment and sampling as appropriate,
4. To arrange and supervise the carrying out of works in default and subsequent reimbursement and recovery of costs.

5. To give advice to members of the public, businesses, and organisations regarding the above aspects of environmental health.
6. To represent the directorate and the Council at meetings, both internal and external and at County and regional level and to liaise with colleagues concerning contaminated land, pollution and public health issues.
7. To maintain accurate electronic and manual records, and to prepare written statements of evidence in connection with legal proceedings and make court appearances, as necessary.
8. To liaise and work in partnership with outside bodies, in particular the Environment Agency, Defra and Severn Trent Water.
9. To carry out general Environmental Health duties including infectious disease control, water sampling and visits to commercial premises.
10. To carry out any other work as may be reasonably required by the Head of Public Protection.

### **SPECIAL CONDITIONS**

The post holder is expected to attend meetings and undertake work activities out of normal office hours.

### **NOTE**

The above job description sets out the main responsibilities of the Environmental Health Technical Officer Contaminated Land but should not be regarded as an exhaustive list of the duties that may be required of the post holder. As duties and responsibilities change and develop the job description will be reviewed and be subject to amendment in consultation with the post holder during the development review process.

All employees are expected to maintain a high standard of service delivery and to uphold the Council's policies in accordance with equality and diversity standards, and health and safety standards and to participate in training activities necessary to their job.

### **DESIGNATED CAR USER**

A designated car user status has been attached to this post.