



Ministry of Rural Development and Local Government

JOB DESCRIPTION

Non-Standardized

JOB TITLE: LITTER PREVENTION WARDEN

JOB SUMMARY:

The incumbent is required to ensure the Implementation of the Litter Act Chap: 30:52 in accordance with the Municipal Corporations policies, procedures and arrangements.

REPORTS TO:

Public Health Inspector II/III

SUPERVISION GIVEN TO:

N/A

DUTIES AND RESPONSIBILITIES:

- Undertakes the full range of duties in connection with the Act by patrolling the streets and public places, detecting offences which culminate in the issue of a Litter Removal Order or a Cleanup Order, laying of complaints, investigating complaints and preparing statements and reports of evidence, for the same, for attendance at court and giving evidence as required.
- Liaises with other Council officers and relevant bodies, including Statutory Bodies such as the Environmental Management Authority, on matters which affect the cleanliness of the streets regarding health and safety issues.
- Carries out all duties and make decisions in a fair and equitable manner, having regard to any factor which could affect the ability of an individual/business to comply with the legislation.
- Uses initiative in the identification and monitoring of litter dumping hotspots and to report the problematic areas to the relevant Corporation.
- Identifies and/or responds to requests for litter removal or clean up service from Business, Statutory Agencies and members of the public and others to ensure that the requests are logged for follow up action.
- Identifies posting of flyers and graffiti incidents and reports them to the relevant Corporation.
- Liaises with the Corporation, to monitor waste presentation and to give advice to businesses regarding the presence of commercial waste presented in public places and to ensure that unsolicited waste is dealt with under the Act where appropriate.
- Participates in any training programmes of newly inducted or other staff relating to Litter Warden Duties.
- Identifies and monitors the erection of litter signs and assists in the replacement of signs as required.
- Ensures all duties are carried out in accordance with the Occupational Health and Safety Act, policies, procedures and report all potential /actual incidents or violence to the Corporation.

- Undertakes other relevant duties as requested, and may be required to work outside the Corporation’s normal core working hours as requested.
- Undertakes the duties in such a way as to enhance and protect the reputation and public profile of the Corporation

KNOWLEDGE, SKILLS AND ABILITIES

KNOWLEDGE:

- To have a detailed knowledge and understanding of Litter Act Chap: 30:52 (“the Act”) and the skills necessary to deliver effective enforcement of the legislation.
- To have a detailed knowledge of the roles, service and functions undertaken by the Public Health Inspectors Department as well as other Council departments who have a role to play in maintaining the cleanliness of the streets.

SKILLS AND ABILITIES:

- Ability to draft letters, statements and memos
- Ability to communicate effectively and deal with confrontational situations in a professional manner
- Ability to give clean oral instructions and information to other team members and operational information to managers including educational communications
- Ability to prioritize work
- Aware of the importance of responding to the needs of both internal and external customers and are particularly aware of the need to create a good impression to enhance and protect the image of the Corporation
- Understand the importance of personal responsibility for health and safety compliance.

EXPERIENCE:

- Applicants must be able to demonstrate on the application form, by providing personal and specific examples, that they have at least one year’s relevant experience, gained in the workplace, in each of the following areas:
 - Dealing with members of the public in a face-to-face environment; and
 - Administrative work which includes producing written reports and maintaining records

MINIMUM EXPERIENCE AND TRAINING:

- Five (5) GCE/CXC passes including English Language or equivalent qualification
- At least one (1) year’s relevant experience gained in the workplace in an enforcement or legislative role