

**RIBBLE VALLEY BOROUGH COUNCIL
CHIEF EXECUTIVE'S DEPARTMENT**

JOB DESCRIPTION

1. **JOB TITLE:** Temporary Part Time Dog Warden
2. **REFERENCE NO:** CE118
3. **SALARY SCALE:** Scale 3 (scp 5-6) £18,795 to £19,171 per annum pro rata
4. **RESPONSIBLE TO:** Senior Environment Health Officer
5. **JOB PURPOSE:** To undertake dog warden duties under the general direction of the Senior Environmental Health Officer.
6. **MAIN DUTIES:**
 - 6.1 To investigate complaints and requests relating to roaming and fouling dogs and compile appropriate records of inspections.
 - 6.2 To respond to and carry out initial investigations relating to barking dog/animal welfare etc enquiries/complaints to facilitate appropriate action by the Environmental Health Officers in the housing department.
 - 6.3 To patrol public areas to identify the extent of dog associated problems and take appropriate enforcement action as and when necessary.
 - 6.4 Empty dog waste bins, transporting collected waste to depot, maintain and clean dog bins as required.
 - 6.5 To organise appropriately the fixing of the Council's By-Law and other dog related signs.
 - 6.6 To implement the department's responsible dog ownership scheme and educational programmes.
 - 6.7 The post holder must have a current driving licence and be prepared, on occasions, to work outside normal office hours.
 - 6.8 The post holder will be required to organise and carry out 'out of hours' patrols and monitoring to achieve appropriate levels of enforcement.
 - 6.9 Enforce anti-fouling legislation, including the enforcement of fixed penalty notices as appropriate.
 - 6.10 Deal with stray, lost and dangerous dogs in conjunction with the police and other agencies.

- 6.11 The post holder will be required to visit and give talks to local schools as part of our educational programme.
7. To be responsible for ensuring the data quality of all information related to the duties of the post.
 8. To adhere to the Council's policies including equal opportunities and health and safety.
 9. Such other duties of a similar responsibility level as may be allocated to the post from time to time.

NB. In order to ensure that Job Descriptions are kept up to date, all employees are required to review their roles regularly through the staff performance appraisal scheme. Staff are required therefore to take a reasonable and flexible approach to changes arising from the challenges facing the Council.

Signed (Post Holder): _____ Dated: _____

Signed (Head of Service): _____ Dated: _____