



## LAUTOKA CITY COUNCIL

### ROLE DESCRIPTION

#### TITLE – LITTER PREVENTION OFFICER

#### CORPORATE INFORMATION

1. **Position Level:** ADMIN 4
2. **Remuneration:** Salary will commensurate with qualification and experience (to be discussed during the interview). This is a contractual position with an initial period of three (3) years.
3. **Duty Station:** Civic Centre Building, 169 Vitogo Parade, Lautoka
4. **Reporting Responsibilities;**
  - a) **Reports To:** Directly reports to the Manager Health Services
  - b) **Liases with:** The Head of Services, Chief Executive Officer and all other Department Heads and Sub-Heads, Stakeholders, other agencies, NGO's
  - c) **Subordinates:** Secretary to Head of Services, Landfill and Garbage Collection Staffs

#### ROLE PURPOSE

Litter Prevention Officer is responsible for the protection, promotion and improvement of the environment and cleanliness of Lautoka City. This position requires a highly motivated person with commitment to quality customer service to join the Health Services Department.

The role requires to carry out inspections of all public places within the city boundary, summarily intervene to prevent the deposit of litter, take appropriate corrective action, issue fixed penalty notice, prepare for legal proceedings, appear in court, create awareness to public on environmental issues, promote concept of 3R's and waste minimization, effectively police Local Government Act, Litter Promulgation and other relevant bylaws and regulations.

#### KEY RESPONSIBILITIES

The duties of Litter Prevention Officer includes:

- Ability to interpret and enforce relevant legislations including Litter Act 2008, Tobacco Control Act 2010 and other by Laws of the Council

- Issue Fixed Penalty Notices and Institute legal actions against offenders and attend court proceedings as council's witness.
- Waste management and 3R Promotion activities.
- Carry out community awareness.
- Inspection of premises including residential, commercial, industrial, hotels, food businesses, vacant lots, hair dressers, swimming pools etc.
- Periodic inspection of council's properties to ensure its upkeep and maintenance including market, bus station, conveniences, parks, landfill site, drains and reserves.
- Carry out disease surveillance, investigations and vector control works
- Attend to environment and public health grievances.

### **KEY PERFORMANCE INDICATORS**

- Performance will be measured through the following indicators:
- Ability to present accurate, concise and timely correspondence and reports.
- Maintain high level of work ethics.
- Achieve targets in terms of issuance of notices and legal actions.
- Transparency and accountability.
- Ability to resolve grievances in timely manner.
- Community and stakeholder engagement.
- Demonstrated ability to introduce innovative practices and programmes to improve a range of environmental health issues.

### **PERSON SPECIFICATION**

These are the selection criteria, and identify if an applicant is suitable for the role – there must be a specific link to the Key Duties. No acronyms to be included.

In addition to an appropriate qualification (or equivalent relevant experience) the following Knowledge, Experience, Skills and Abilities required to successfully undertake this role are:

#### **Knowledge and Experience**

- Must Possess a pass in Year 13 or Fiji 7<sup>th</sup> Form Examination
- Valid Group 2 Driving License is mandatory.
- Demonstrated ability to interpret and apply legislation in the conduct of duties.
- Experience on preparation of notices and enforcement work
- Excellent customer service and time management skills with the ability to prioritise workloads
- Demonstrated communication skills to a range of audiences including negotiation, dispute resolution and problem-solving skills.
- Ability to work independently with limited supervision and promote a team environment with relevant stakeholders
- Ability to make independent decisions, having regard to policy guidelines and organisation practice.

- Have sound knowledge of relevant polices/procedures of council, governing laws and standards in the field of enforcement.

### **Skills and Abilities**

- Have good oral and written communication skills.
- Ability to work under pressure and deliver within timeframe.
- Ability to handle difficult situations to achieve positive outcomes.
- To be computer literate.
- Ability to make informed decisions.

### **Personal Character**

All applicants for employment in Lautoka City Council must be of good character, with a background that demonstrates their commitment to the civil service values contained in the Fijian Constitution. Applicants must also be Fijian Citizens, under the age of 55 years, in sound health, and with a clear police record. The selected applicant will be required to provide a medical certificate and police clearance prior to taking up duty.