

JOB DESCRIPTION

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| DIRECTORATE | Governance and Community Services |
| SERVICE | Environmental Services, Licensing and Community Safety |
| POST NUMBER | 100084 |
| POST TITLE | Pest Control Officer |
| SALARY GRADE | Scale 4 |
| CONDITIONS OF SERVICE | National Joint Council (NJC) for Local Government Services as amended locally |
| RESPONSIBLE TO | Senior Environmental Health Officer |
| RESPONSIBLE FOR | No supervisory responsibility |

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| JOB PURPOSE | To carry out inspections of premises for pests, the treatment of domestic pests, including rats, mice and wasps and assist in the control of dogs. |
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| MAIN AREAS OF WORK | |
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| 1 | To carry out treatments for domestic pests, including rats, mice and wasps. To comply with all current environmental and safety legislation. Maintain daily electronic and paper records. To order pesticides, when required, to maintain an effective service. |
| 2 | To respond to complaints and carry out investigations into pest infestations, serving notices, when appropriate, under the Prevention of Damage by Pest Act 1949 and Public Health Acts. |
| 3 | To assist Environmental Health Officers in investigating pest infestations in food premises, providing written reports. |
| 4 | To assist in the control of dogs, investigating aggressive dogs and dog fouling. Taking enforcement action including the issuing of FPNs. |
| 5 | To undertake and maintain required training including relevant pest control qualifications. |
| 6 | To maintain a PACE notebook, digital photographic evidence, accurate inspection records and up to date action notes using EH software. |
| 7 | All action to be in accordance with the Services' written procedures. |
| 8 | To prepare letters, reports, evidence for Court proceedings and to respond with advice to enquiries from the public, and to write witness statements and attend Court as necessary. |
| 9 | To assist the Council during emergencies by working in the control room or at rest centres and such other tasks commensurate with normal duties. |
| 10 | Co-operate with Managers in implementing the Council's Health and Safety Policy. The responsibilities of members of staff in respect of this are set out in the Council's Health and Safety Manual |

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To undertake any other duties for which the post holder is competent and which the Service Manager considers necessary for the effective and efficient delivery of the Service

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| JOB REQUIREMENTS: | The post holder must have the ability to communicate effectively and diplomatically with people. Must be able to work effectively on their own, using own initiative with the minimum of supervision. A current full driving licence (not provisional) is essential and the loss of this licence whether temporarily or permanently will be considered reasonable grounds for termination of employment. |
| LOCATION: | Although the post is currently based at Bexhill, the post holder will be required to work throughout the districts of Rother and Wealden. |

PERSON SPECIFICATION

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| POST TITLE | Pest Control Officer | |
| DIRECTORATE | Governance and Community Services | |
| SERVICE | Environmental Services, Licensing and Community Safety | |
| POST GRADE | Scale 4 | |
| | Essential | Desirable |
| Qualifications | | |
| A good level of educational attainment to GCSE level (including English and Maths to grade C or 4) or equivalent | X | |
| Pest Control qualification – Pest Management Level 2 or Control of Rodents level 2 | | x |
| Experience | | |
| Administrative duties including accurate record keeping | X | |
| Pest control treatments | X | |
| Criminal investigations | | X |
| Skills and Abilities | | |
| Excellent skills in verbal and numerical reasoning | X | |
| Clear written and verbal communication | X | |
| Ability to deal with the public in a courteous and efficient manner in difficult circumstances, carrying out enforcement work | X | |
| Understanding legislation | | x |
| Computer literate | X | |
| Ability to drive, Full UK Driving Licence | X | |
| Able work alone, including outside office hours | X | |
| To give evidence competently to Courts | X | |
| Decision making and problem solving | | X |
| Time management | | X |
| Ability to work under pressure, to deal with unforeseen and urgent demands | | X |
| Training | | |
| Willingness to maintain qualification training in pest control | X | |
| Ability to train on new or revised legislation | X | |
| Knowledge | | |
| Techniques for achieving compliance with legislation | | X |
| Identification of common UK pests | X | |

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