

JOB TITLE	:	Pest Control Supervisor
DIVISION	:	Environmental Services
DEPARTMENT	:	Special Maintenance
POST No	:	1213
GRADE	:	Grade 3 + 3 SCP point's supervisory allowance
LOCATION	:	Home/field based reporting to Special Maintenance depot

POST OBJECTIVE

To assist the Head of Special Maintenance in the running of the Pest Control service.

GENERAL DESCRIPTION

The Pest Control Supervisor will lead the Council's Pest Control Team providing a service across the District. This will entail responding to requests for the eradication of rodents, as well as treating infestations of wasps, fleas, bedbugs, ants, carpet beetles, cockroaches, other insects, avian pests and any other type of pest. Customers could be calling for one off treatments or long term contracts, and includes residential, business and internal council departments. The post holder will undertake supervisory duties such as the ordering of materials, inventory management, the procurement/management of pest control contracts, and the supervision of pest control officers.

The post-holder will be expected to deliver a range of skills and attributes to deliver a professional service and will need to have experience and qualifications in the use of poisonous materials and pesticides. Communication skills are essential to explain the service or results of any survey, to provide clear advice, to clearly explain safety with regards to the use of poisons, and to reassure potentially upset customers. They will be expected to keep up to date with industry standards/legislation. He/she must be flexible in their approach to work and be prepared to undertake training from time to time. They must be physically able and willing to undertake other duties in the field of environmental health/general maintenance.

Specific tasks :

1. Responding to service requests for pest treatments promptly by liaising with customers, managing your own time equipment and supplies, and surveying properties for pests to provide a service or advice to customers. This will include advice/making reports about treatment to control vermin and on preventive measures of housekeeping and building work.
2. Undertake the appropriate course of treatment for the control of pests. This includes preparing and laying rodenticide poison baits and traps, spraying and fumigating

using insecticides, shooting using an air rifle or pistol, and dispatching and removing any dead pests from sites being treated when required to do so.

3. Undertake surveys and provide an estimate of costs for contracts and non-standard treatments at premises. Arrange a programme of regular visits for setting commercial contracts.
4. Make recommendations and carry out proofing work on buildings against pests.
5. Report to the Environmental Health department any matter requiring their further investigation or action and to work in conjunction when required. Equally to bring to the attention of other officers within the Council any matter requiring their attention.
6. Use office/mobile IT and software packages as required to organise work, liaise with other departments, make reports, prepare contracts and to update databases/records as required.
7. Collect payments and information required for transactions from customers if required to do so and maintain any account records required. This will involve handling cash on occasion and may include using portable credit/debit card technology.
8. The post-holder is expected to develop personal IT skills and awareness and attend any training courses in computer use if required to do so.
9. Carry out inspections of drainage systems including testing of drains for rodent egress. This will also include assistance with sewer baiting programmes. Undertake CCTV inspections of drains if required to do so and fit one way valves if needed.
10. Keep accurate records of all work carried out and materials used and assist in arranging the purchase, storage and stock rotation of pesticides in accordance with the Control of Pesticide Regulations 1986 as modified. Assist also with the purchase and storage of all equipment, protective clothing and other consumables
11. The post-holder will be expected to gain a good working knowledge of the life-cycles and habitat of pests and maintain an up-to-date knowledge of poisons and best practice. The post-holder will be aware of the public health significance of pests.
12. The post-holder must make themselves fully conversant with the requirements of the City Council's safety policy, COSHH assessments concerning materials used in connection with their work and any associated risk assessments. They must always carry out their work in accordance with council having regard to the safety of themselves and members of the public. They must be aware of the dangers from the chemicals used and wear the appropriate protective clothing which will be provided.
13. The post-holder should keep material usage to a minimum and maintain any tools, protective clothing and equipment in clean working order and report any damage or faults to the pest control supervisor.
14. To carry out all work to a satisfactory standard and to undertake any other work if required to do so by the pest control supervisor or manager, as may be reasonable for the grade of this post. On occasion this may involve helping other departments within the council.
15. The post-holder will be provided with a uniform and ID and will be required to wear them whilst on council business.

16. The post-holder will be provided with a vehicle for council business and will be required to ensure the vehicle is maintained in safe and good order. Any defect with the vehicle must be reported to management immediately.
17. The post-holder will be expected to participate in the training and development of any other officers.
18. Act as a mentor for EH staff and assist with EH investigations if required to do so.
19. Attend any divisional, cross council or external service meetings to provide information on pest control problems/methods if required to do so.
20. The post-holder will be expected to hold the Royal Society of Health Certificate in Pest Control, or equivalent qualification. The post-holder will be expected to participate in his/her continual professional development, and be conversant with current changes in pest control practices.

Health and Safety

Every employee while at work has a duty to take reasonable care of their own health and safety and that of other persons who may be affected by his/her acts or omissions at work - Health and Safety at Work Act 1974.

Equality

Winchester City Council bases its employment practices on the concept of equal opportunity. As an equal opportunity employer the Council opposes all forms of discrimination or unfair treatment on the grounds of gender, marital status, race, colour, nationality, national origin, ethnic origin, religious belief, sexual orientation, disability or age. No employee or job applicant will be disadvantaged by any condition or requirement which cannot be shown to be justifiable.

Safeguarding

Winchester City Council has a responsibility to safeguard and promote the welfare of children and vulnerable adults. The post holder will undertake the appropriate level of training and is responsible for ensuring that they understand and work within the safeguarding policies of the organisation.

Signed

Dated

January 2020.