Pest Control Officer
£19,430 - £24,964
Manor House, Birmingham
Permanent
Working 36.5 hours per week

The Council is looking to recruit a Pest Control Officer to work in a very busy team.

The successful applicant will be responsible for controlling and eradicating public health pests such as rats; cockroaches and bed bugs as well as very manual work as part of the land/property clearance team.

May be required to work outside of normal working hours.

Must hold a current and valid driving licence.

RSPH qualification desirable but not essential as training will be given.

Any Informal Enquires please contact Lisa Callow, Pest Control Team Leader 0121 303 9932

Ref: PL1352017

Closing Date: 20 June 2017

A Disclosure and Barring Service (DBS) check will be undertaken

“Right to work in the UK documentation will be fully checked for all applicants. All non UK and non EU applicants are required to apply for a Certificate of Sponsorship from Birmingham City Council and must be approved by the UK Border Agency (UKBA) before any employment offer can be confirmed.”
JOB DESCRIPTION

JOB TITLE: Pest Control Officer
DIVISION: Pest Control

GRADE: GR3
NO OF POSTS: 4

POST REQUIRES POLICE / CRIMINAL RECORDS BUREAU CLEARANCE: YES/NO

1.0 JOB PURPOSE

1.1 To work individually, or as a member of a team, to control and eradicate where possible Public Health pests including rats, mice, cockroaches and bed bugs. Such control may be in domestic dwellings or in commercial premises.

2.0 DUTIES AND RESPONSIBILITIES

To respond to requests for assistance in respect of rats and other public health pests and to arrange subsequent treatment in the most expeditious and safe manner, using poisonous baits, traps or other means as may be necessary.

2.1 Inform affected relevant persons of the dangers that may arise during such treatment and of the action to be taken in the event of an emergency.

2.2 Remove and arrange for the safe disposal of all poisonous substances, animal bodies and other objectionable matter on completion of treatments.

2.3 To estimate and be responsible for the collection of charges in advance of treatment (where appropriate) and accounting such monies.

2.4 Promote pest control in commercial premises with occupiers with a view to long-term control.

2.5 Maintain accurate records of visits made, quantities and description of baits used, time taken etc. on the sections computer system.

2.6 Observe safe working practices and confirm with Departmental instructions, Departmental Health and Safety Policy, LGTB/DEFRA reference manuals, all of which are designed to protect the health and safety of employees, occupiers of premises and members of the public.

2.7 To recognise other public health problems and to liaise with and report to the Pest Control Manager/Supervisor and Environmental Health Officer.

2.8 To systematically survey premises, land or drainage prior to commencement of, subsequent to, treatment, to seek further evidence of infestation.
2.9 To regularly arrange and carry out programmes of area-based proactive pest control.

3.0 To carry out like manner, investigations for and treatment of such other pests as may be directed e.g bed bugs, wasps and cockroaches.

3.1 To carry out daily vehicle maintenance checks and ensure vehicles are regularly cleaned in keeping with hygiene and promotional standards of the service.

3.2 To use a mobile phone or other equipment and be available for contact to ensure the provision of a cost effective service.

3.3 To assist in maintaining equipment and poison stores, as necessary, and mix baits in accordance with health and safety requirements to ensure security of poisons at all times.

3.4 To report, where appropriate, to the Supervisor or Environmental Health Officers regarding investigations of defects in drainage and building construction associated with infestations.

3.5 To have knowledge of behavioral patterns, life cycles, breeding habits etc. in order to determine appropriate means of controlling pests.

3.6 Advise relevant persons on the safe control of pests and the proofing of property, buildings and maintenance of drains.

3.7 To attend training and refresher courses as appropriate.

3.8 Ensure completion of record treatment forms by authorised persons when visiting premises for cost accounting purposes.

3.9 To prepare written correspondence and reports, as required.

4.0 To take statutory action where required and where authorised.

4.1 To assist when required in the collection and disposal of unfit food.

4.2 To carry out CCTV drain camera surveys and to assist when required in drainage investigation.

4.3 To assist with the training of students and technical support officers as required.

4.4 To comply with the provisions of the quality procedures.

4.5 Adhere to and implement the City Council’s policy on Equality of Opportunity.

4.6 Contribute to City Council’s Sustainability Strategy by being aware of the resources required to undertake this work and making sure that resources are not wasted and disposed of in a sustainable way.

4.7 Follow safe working practices and assist in maintenance and good housekeeping standards in order to achieve a safe and healthy working environment.

4.8 To carry out such other duties as may be required commensurate with the post.

4.9 To hold the Royal Society of Public Health Level 2 Certificate in Pest Control (or relevant equivalent) or to be capable of obtaining and to obtain the Royal Society of Public Health Level 2 Certificate/Award in Pest Control (or relevant equivalent) within 3 months of appointment.
OBSERVANCE OF THE CITY COUNCIL’S EQUAL OPPORTUNITIES POLICY WILL BE REQUIRED

3.0 SUPERVISION RECEIVED

3.1 SUPERVISING OFFICER JOB TITLE:

JOB NO:

3.2 LEVEL OF SUPERVISION

1. Regularly supervised with work checked by supervisor.

2. Left to work within established guidelines subject to scrutiny by supervisor.

3. Plan own work to ensure the meeting of defined objectives.

4.0 SUPERVISION GIVEN (excludes those who are INDIRECTLY supervised i.e. through others)

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<tr>
<th>POST TITLE</th>
<th>GRADE</th>
<th>NO OF POSTS</th>
<th>LEVEL OF SUPERVISION*</th>
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*Use 1, 2 or 3 as in 3.2

5.0 SPECIAL CONDITIONS
Person Specification

**Post:** Pest Control Officer
**Grade:** GR3
**Directorate:** Place
**Section:** Pest Control

**Method of Assessment (M.O.A.)**
A.F. = Application Form; I = Interview; T. = Test or Exercise; C. = Certificate; P. = Presentation.

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<th>CRITERIA</th>
<th>ESSENTIAL</th>
<th>M.O.A.</th>
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| **Education/Qualifications**  
NB: Full regard must be paid to overseas qualifications. | RSHP Pest Control Level 2 Certificate (or relevant equivalent)  
OR  
To be capable of obtaining and to obtain the RSHP Pest Control Level 2 Certificate/Award (or relevant equivalent) within 3 months of appointment. | AF & I |
| **Experience**  
(Relevant work and other experience) | None | |
| **Skills & Ability**  
e.g. written communication skills, dealing with the public etc. | An ability to fulfil all spoken aspects of the role with confidence using the English Language as required by Part 7 of the Immigration Act 2016  
Capable of working on own initiative.  
Capable of preparing and maintaining accurate records.  
Capable of inputting data onto computer system and extracting data.  
Able to work individually and as part of a team.  
Good verbal and written skills communication skills.  
Good time keeping and presentation.  
Capable of demonstrating a willingness to operate in a customer friendly manner in accordance with the Department Customer Care policy, BEST and the Birmingham Way. | I  
AF & I |
| **Training** | Willing to undertake all training required to fulfil the role and responsibilities of the post | |
| **Other** | Able to driver and hold full driving licence.  
Work out of Birmingham, as when necessary.  
Work from any location in the city as necessary.  
Work any 5 days out of seven day week.  
To be physically capable of undertaking strenuous work and manual lifting e.g. lifting inspection chamber covers and assisting in land/house clearances. | AF & I |

All staff are expected to **understand** and be **committed** to Equal Opportunities in employment and service delivery.