



## JOB DESCRIPTION

<b>JOB TITLE</b>	:	Pest Control & Special Maintenance Officer
<b>DIVISION</b>	:	Engineering
<b>DEPARTMENT</b>	:	Special Maintenance
<b>POST No</b>	:	1213
<b>GRADE</b>	:	Grade 4
<b>LOCATION</b>	:	Winnall depot working across the Winchester district

### POST TITLE:

**Pest Control & Special Maintenance Officer**

## POST OBJECTIVE

To assist the Head of Engineering in the efficient running of the Council's Pest Control service and contribute to the wider delivery of special maintenance and environmental operations across the district.

## GENERAL DESCRIPTION

The Pest Control & Special Maintenance Officer will lead on the day-to-day delivery of the Council's Pest Control service, providing a professional, customer-focused response to residents, businesses, and internal departments. This includes the eradication and prevention of rodents, insects, and other pests, alongside advisory and contract management work.

In addition, the post-holder will support wider **Special Maintenance** functions when required — such as small-scale maintenance tasks, drainage and environmental inspections, graffiti and fly-tip clearance support, asset maintenance, or other works as directed.

The role combines technical pest control expertise with a flexible, hands-on approach to wider public realm and maintenance work, helping ensure a safe, clean, and high-quality environment across the district.

The post-holder will be expected to demonstrate sound judgement, initiative, and professionalism in all areas of work, maintaining up-to-date knowledge of relevant legislation, safe working practices, and council policies.

# KEY RESPONSIBILITIES

## Pest Control

- Respond promptly to service requests, managing time, equipment, and materials effectively.
- Survey premises, identify infestations, and advise on appropriate treatments and preventive measures.
- Undertake pest control treatments using approved methods, including laying rodenticides, traps, insecticides, and fumigation where required.
- Carry out pest proofing and minor repair works to prevent re-infestation.
- Provide quotations and establish commercial pest control contracts, ensuring accurate pricing, reporting, and client liaison.
- Undertake drainage inspections and testing for rodent access; support sewer baiting programmes and CCTV drain inspections.
- Maintain detailed records of all visits, materials, and outcomes, ensuring compliance with Control of Pesticides Regulations (1986) and COSHH.
- Procure, store, and manage stock of pesticides, PPE, and materials in accordance with safety and legislative requirements.
- Liaise with Environmental Health Officers and other departments on issues requiring investigation or enforcement.
- Maintain professional development and current knowledge of pest biology, treatment techniques, and public health risks.

## Special Maintenance (as workload allows)

- Support the Special Maintenance Team with operational tasks such as:
  - Small repairs or maintenance of council assets and infrastructure.
  - Environmental cleansing, graffiti and fly-tip removal, or drainage clearance.
  - Grounds or street scene improvements linked to public realm safety and presentation.
  - Emergency response or support during severe weather or civil contingencies.
- Contribute to the upkeep and presentation of Council-owned sites, working collaboratively with colleagues to maintain standards and resolve local issues.
- Operate tools, plant, or equipment safely and efficiently, undertaking training as required.

## Administrative and Supervisory

- Manage materials, inventories, and contracts, ensuring value for money and quality service.
- Use digital systems and mobile technology to record work, generate reports, and manage customer communications.

- Contribute to the training and mentoring of Environmental Health or maintenance staff as required.
- Attend divisional and cross-service meetings to share pest control or maintenance information and good practice.

## HEALTH, SAFETY AND CONDUCT

- Comply with the Council's Health and Safety Policy and safe systems of work at all times.
- Wear and maintain Council-issued uniform and personal protective equipment.
- Take responsibility for assigned vehicles, equipment, and tools, reporting any defects or damage immediately.
- Maintain high standards of customer care and act as a positive ambassador for the Council in all interactions.

## OTHER DUTIES

- Participate in district-wide emergencies such as severe weather events, assisting other Council teams where required.
- Undertake occasional overtime to support service delivery.
- Carry out any other duties commensurate with the grade of the post, as directed by the Head of Engineering or their representative.

## QUALIFICATIONS AND EXPERIENCE

- **Essential:**
  - Royal Society for Public Health (RSPH) Level 2 Award in Pest Management, or equivalent qualification.
  - Demonstrable experience in pest control, including rodent and insect treatment.
  - Knowledge of health and safety legislation, COSHH, and safe use of pesticides.
  - Full UK driving licence.
- **Desirable:**
  - Experience of general or special maintenance work within a local authority or similar environment.
  - Drainage or CCTV survey experience.
  - Experience of supervising or mentoring others.
  - IT literacy (MS Office, mobile work management systems).

## OTHER INFORMATION

- The post is based at the **Winnall Depot** and includes use of a Council vehicle for work purposes.
- The post is subject to a **standard DBS check**.
- The post-holder will be required to participate in ongoing training and professional development.

### 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.....