



Job description	
Job title	Pest Control and Dog Enforcement Officer
Grade	H
Directorate	Communities & Neighbourhoods
Section/team	Environmental Health Service
Accountable to	Environmental Health Team Leader
Responsible for	Pest Control Technicians
Date reviewed	April 2023

Purpose of the job

The post holder will be responsible for the combined duties of a Dog Warden and Pest Control Officer, including the treatment of Public Health pests, collection/seizure of stray dogs and taking enforcement action where necessary.

Duties and responsibilities

This is not a comprehensive list of all the tasks, which may be required of the post holder. It is illustrative of the general nature and level of responsibility of the work to be undertaken.

- 1) You will supervise and be responsible for all the activities carried out by the dog warden and pest control services.
- 2) You will work in accordance with national and local policies and procedures, and use the law, regulatory and statutory guidance, in particular; legislation concerned with Pest Control and Animal Welfare including:
 - The Clean Neighbourhoods and Environment Act 2005;
 - Animal Health Welfare Act 2006;
 - Prevention of Damage by Pest Act 1949;
 - Anti-Social Behaviour Crime and Policing Act 2015;
 - Environmental Protection Act 1990;
 - The Protection of Animals (Amendment) Act 1927 and The Poisons Act 1972; and
 - other associated legislation.



- 3) You will provide professional and technical advice and where required enforce dog and pest control related legislation including the issuing of Statutory and Fixed Penalty Notices, provide evidence/statements/reports and appear in Court when necessary.
- 4) Carry out the full range of duties associated with Dog Enforcement, including the inspection of pet and animal establishments, the issuing of fixed penalty notices for dog fouling, the apprehension of stray and dangerous dogs, the kennelling and transportation of such animals, the provision of relevant information to businesses and the public and any other duties deemed necessary to keeping the area under our jurisdiction, free from animal nuisances.
- 5) To respond to a range of pest control service requests by undertaking detailed inspections of premises. Select and monitor appropriate treatment programmes for the control of rodents, insects and other pests. Ensuring response times to all service requests are within the council guidelines.
- 6) Ensure that accurate records of details of all visits including treatments applied and baits used are maintained, in order to facilitate effective customer service and to comply with the Council's enforcement policy and legislative requirements.
- 7) Undertake site surveys to identify structural defects to premises and accumulations of waste, identify remedial work and prepare the required survey report.
- 8) To monitor council land, to test drains and assist with the inspection and baiting of sewer and drainage systems as part of weekly investigations and inspection monitoring.
- 9) The job will involve the use of physical effort to safely operate spraying equipment. There will be a requirement to carry and use ladders which will include working at heights.
- 10) The post holder may be required to operate in conditions that could pose a risk to health and safety and must therefore be fully acquainted with the working environment, safe working practices and use appropriate protective equipment before carrying out any site survey or treatment. Appropriate training will be provided on the safe use of hazardous materials and equipment to ensure the health, safety and well being of the postholder and service users.
- 11) To drive and be responsible for a council vehicle and be responsible for the equipment which includes a full range of rodenticides, insecticides, disinfectants, pest control equipment and protective clothing.
- 12) Ensure the efficient organisation of the daily work activities including route planning and other work as directed.



- 13) To use equipment including, but not limited to desk top computer/laptop and handheld electronic devices to input information and access data from. You will use CCTV, cameras, microchipping equipment and microchip scanners, dog restraining equipment and safety equipment etc. required to carry out the duties of the post.
- 14) Undertake administration and computer data entry associated with the maintenance of case files, the collection, processing and documentation of fees and charges relating to our services, ensuring the correct information is given to customers and the correct documentation is in order before any treatments are carried out or dogs returned to their owners.
- 15) To carry out 'on the job' training and mentoring in relation to dog and pest control techniques and legislation.
- 16) To carry out duties outside of the normal working day as directed by a senior officer (or nominated representative) where activities related to the role can only be delivered outside normal office hours, or urgent action is required for public health reasons.

Health and safety

1. Maintain and use equipment, chemicals, and poisons in accordance with the requirements of the Council's Safety Policy and the Health and Safety at Work Act 1974, together with associated legislation and manufacturer's instructions in respect of all persons liable to come into contact with or in proximity to potentially toxic materials.
2. Carry out and record maintenance tasks, routine risk assessments to comply with legislation requirements and HSE guidelines.
3. Responsible for stock control and rotation of chemicals and rodenticides.
4. To inform management of any health and safety issues which could place individuals in danger.
5. To undertake appropriate and up to date training in the use of any equipment required to discharge the duties and responsibilities of the post.
6. To ensure that as an individual the post holder is aware of the issues of lone working, working with dogs and pests and acts in accordance with any training briefing or advice given.



Data Protection and Information Security

1. Implement and act in accordance with the Information Security Acceptable Use policy and Data Protection Policy.
2. Protect the council's information assets from unauthorised access, disclosure, modification, destruction, or interference.
3. Report actual or potential security incidents.

Knowsley Better Together – Staff Qualities

The following qualities have been adopted by the Council and apply to all employees. You are expected to embrace and display these qualities.

- **Integrity.** You are required to be open and honest, maintain high standards of personal behaviour and display strong moral principles.
- **Accountability.** You must take personal responsibility for your actions and decisions and understand the consequences of your behaviour.
- **Communication.** You must listen and talk to others, taking account of other people's points of view. You should share information and strive to work together.
- **Respect.** You must treat people with care and dignity, observing the rights of other people, and helping and supporting others where you can.