

ROCHDALE BOROUGH COUNCIL

JOB DESCRIPTION

SERVICE	:	Public Health and Communities
SECTION	:	Public Protection
LOCATION	:	Number One Riverside, Smith Street, Rochdale
JOB TITLE	:	Pest Control Assistant
POST NUMBER	:	
Grade	:	Grade 3
Accountable to	:	Pest Control Supervisor Environmental Health Specialist Lead Environmental Health Operational Manager Head of Public Protection Assistant Director Public Protection & Neighbourhoods Director of Public Health and Communities
Accountable for	:	None
Hours of Duty	:	37 hours. Contracted hours will be worked across five days Monday to Friday. To enable service delivery across an extended working day, a shift rota is in operation. Employees are required to work on a rota with specified start and end times for each working day. This ensures appropriate service cover while maintaining contractual hours. Work life balance will apply in accordance with service requirements.
Any Special Conditions of Service	:	Occasional out of hours and weekend working (to be recompensed in accordance with local conditions of service) In accordance with Section 7 of the Immigration Act 2016 this post requires the ability to converse at ease with members of the public and provide advice in accurate spoken English. External candidates applying for this role must be a Rochdale Resident who lives within the municipal boundaries of the Borough of Rochdale (i.e where the household pays council tax to Rochdale Borough Council). The Authority operates a Smoke Free Policy for all its employee and applies to any building and associated grounds within the immediate vicinity of the building which

is wholly owned, leased or operated and occupied by Rochdale Borough Council.

The Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects staff to share this commitment.

ORGANISATIONAL CHART

Please see below the organisational chart for the Public Protection Section.

PURPOSE AND OBJECTS OF THE JOB

To undertake training in Pest Control duties and to accompany and shadow officers in the Pest Control Team. Upon completion of development and training to assist the team in carrying out Pest Control visits, surveys, assessments and treatments commensurate to the level of training and experience of the post holder. To ensure that the services are efficiently and properly carried out in accordance with the Council's policies.

To ensure that all pest control work is undertaken in a manner consistent with safe working practices so as to prevent likelihood of harm to officers, other staff, members of the public, their domestic animals and property.

To assist officers with the disinfection and/or disinfestations of filthy and/or verminous premises and articles.

To support the wider Environmental Health Team.

Control of Resources

Personnel	: None
Financial	: To receive, handle and account for monies in accordance with the authority's financial regulations
Equipment/Materials	: Responsible for any vehicle designated for use by the postholder, ensuring the safe, proper and secure storage and use of equipment and materials, proper preventative maintenance and, where appropriate, the remediation or notification of defects. Responsible for the regular inspection of personal protective equipment and the repair, replacement or disposal of defective equipment as appropriate.
Health/Safety/Welfare	: Responsible for the health, safety and welfare of self and others in accordance with Departmental and Council Policy Statements. Responsible for ensuring that all adequate regard is given to the humane treatment of all creatures, including target pests dealt with during the course of the work.
Equality and Diversity:	To work in accordance with the authority's policy relating to the promotion of Equality and Diversity.
Training and Development :	The postholder will be responsible for assisting in the identification and undertaking of his/her own training and

development requirements, in accordance with the Service's Employee Development Scheme.

Relationships (Internal and External)

- Internal** :
- Director of Public Health and Communities
 - Assistant Director Public Protection & Neighbourhoods
 - Head of Public Protection
 - Environmental Health Operational Manager
 - Environmental Health Specialist Leads
 - Pest Control Supervisor
 - All other staff within the Service and Service Group
 - Senior managers, officers and staff within other Service Groups and partner organisations
 - Elected Members
- External** :
- Members of the public, representatives of local / community groups, voluntary organisations and the business community
 - Officers of other local authorities, joint units (eg AGMA), government departments and other public agencies.
 - Members of Parliament

Responsibilities

- The postholder must** :
1. Perform his/her duties in accordance with legislation, the council's policies and procedures including the Code of Conduct for members and officers, Service codes of practice, approved Delegation Scheme and any other policies adopted by the Service
 2. Perform his/her duties in accordance with Rochdale MBC's Equality and Diversity Policy.
 3. Ensure that Rochdale MBC's commitment to public service orientation and care of our customers is provided.
 4. Be able and willing to render regular and efficient service to undertake the duties of the post.

Principal Duties:

1. To carry out the duties and responsibilities of a Grade 3 Officer and, for that purpose, to implement the council's approved policies and duties in relation to all aspects of Public Protection as required.
2. To undertake qualification training in Pest Control which will be arranged and funded by the Council.
3. In accordance with Council policy, to support officers in responding to complaints and requests for service to carry out pest control duties at premises and on land within the Borough.
4. To assist officers in carrying out all approved methods of rodent, insect and other pest control including birds and small mammals.
5. To keep up to date with approved Pest Control techniques
6. To assist officers in carrying out surveys and investigations in order to establish the presence and extent of any pest infestation and to make written reports including the provision of advice to customers on preventative work.

7. To maintain and keep records, complete and follow risk assessments, complete work cards and other relevant documentation which may be required.
8. To liaise with other colleagues as necessary.
9. To store and apply pest control materials as directed and to have responsibility for ensuring the proper maintenance and cleanliness of all equipment (including any vehicles provided for the postholder to undertake his/her duties).
10. To assist officer in carrying out any necessary treatments for the control of rodents in drainage and sewage systems, including the proper lifting and replacement of access covers.
11. To maintain regular contact with the Public Protection Technical Support staff.
12. To participate in such in-service training as may be required.
13. To receive monies for Pest Control services carried out if required; to issue receipts to customers for payments; and to account for such payments in accordance with the authority's financial regulations.
14. To assist officers carrying out disinfecting work in premises and on furniture, fittings and equipment.

Values and Behaviours

Approach the job at all times using the values set out below

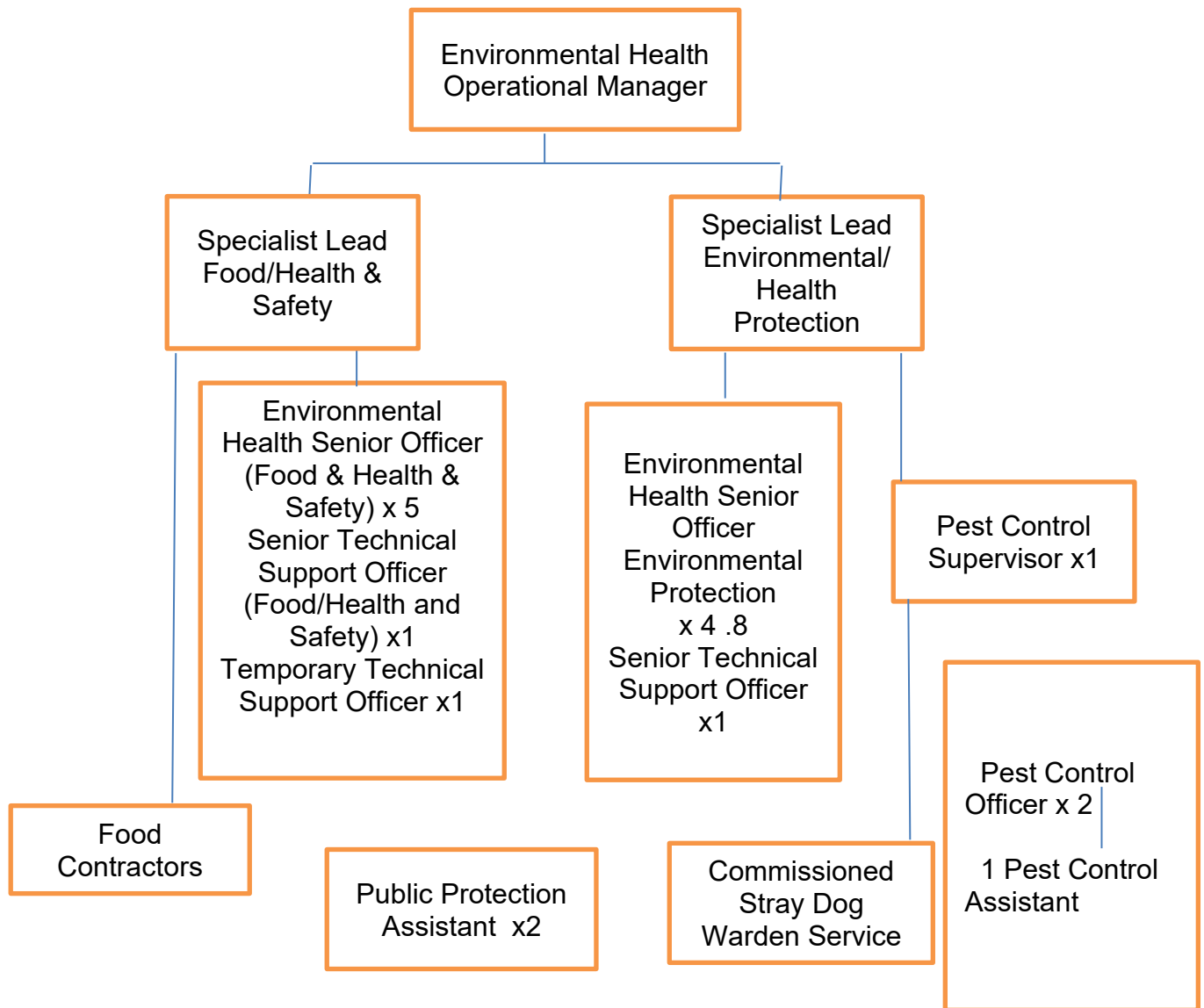
- Proud of the difference we make
- Passionate about the diversities of the Borough
- Pioneering and Open in our Approach

Be aware of and apply these behaviours at all times.

Secondary duties:

1. To undertake such other duties and responsibilities of an equivalent nature as may be determined from time to time by the Service Director in consultation with the postholder and, if she/he wishes, with her/his trade union representative.

Organisational Chart



Job Description prepared by : Gary Parkinson-Fraser

Date : January 2023

Amended to reflect organisational change: Lisa Singleton

Date: November 2025

Amended by Lisa Singleton : Environmental Health Operational Manager

Date: August 2026

Agreed by Postholder :

Date :

Line Manager :

Date :

Head of Service :

Date :

ROCHDALE BOROUGH COUNCIL

PERSON SPECIFICATION

POST: Pest Control Assistant	Service: Public Protection Service	GRADE: 3
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Note to Applicants:

This service is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

The *Essential Criteria* are the qualifications, experience, skills or knowledge you **MUST SHOW** YOU HAVE to be considered for the job.

The *Desirable Criteria* are used to help decide between candidates who meet ALL the Essential Criteria.

The *How Identified* column shows how the Council will obtain the necessary information about you.

If the *How Identified* column says the **Application Form** next to an *Essential Criteria* or a *Desirable Criteria*, you **MUST** include in your application enough information to show **how** you meet this criteria. You should include examples from your paid or voluntary work.

CRITERIA	Essential (E)	HOW IDENTIFIED
Qualification and Experience		
External candidates – please confirm you are a Rochdale Resident who lives within the municipal boundaries of the Borough of Rochdale (i.e where the household pays council tax to Rochdale Borough Council).	E	Application form and production of evidence at interview
Do you have any experience of working with members of public and following procedures?	E	Application form and interview
Provide information to demonstrate that you have a good standard of literacy e.g. to be able to complete documentation	E	Application form and short test at interview
Tell us about your experience in the keeping of accurate records and the maintenance of appropriate filing systems.	E	Application form and at interview
Skills and Knowledge		
Demonstrate that you are able to prioritise and co-ordinate areas of work to meet targets	E	Interview
Demonstrate that you have basic knowledge of the use of ICT systems	E	Application Form and Interview
Explain your awareness of Health and Safety issues and their importance.	E	Application Form and Interview
Demonstrate that you have a flexible approach to learning new techniques and an ability to respond to change	E	Interview
Tell us about your ability to deal with the public and colleagues in a consistent, friendly, courteous and impartial manner	E	Interview
Approach the job at all times using the values set out below:	E	Interview

• Proud of the difference we make • Passionate about the diversities of the Borough • Pioneering and Open and Open in our Approach Please confirm you are willing to adhere to these values and behaviours.		
Special Working Conditions		
Willing to work the contracted hours across five days Monday to Friday. To enable service delivery across an extended working day, a shift rota is in operation. Employees are required to work on a rota with specified start and end times for each working day. This ensures appropriate service cover while maintaining contractual hours.	E	Interview
Are you willing to carry out occasional out of hours and weekend work in accordance with the needs of the service	E	Interview
The ability to converse at ease with members of the public and provide advice in accurate spoken English is essential	E	Interview
Are you working towards obtaining a full current UK driving licence or do you hold one?	E	Interview, and production of document at interview if held