

Wilson Housing Authority Job Description

Job Title: Pest Control Tech.
Department: Maintenance
Reports To: Maintenance Manager
FLSA Status: Non-Exempt

SUMMARY

The Wilson Housing Authority is looking for a Pest Control Tech. to oversee the Pest Control of the units of the Wilson Housing Authority. The successful applicant will be able to apply control strategies that may include the application of pesticides for the control of various pests according to local, state and federal requirements.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Responsible for identifying, selecting, mixing, and applying chemicals or manual solutions to get rid of pests. Must be able to complete at least 27 to 30 units daily when completing the quarterly inspections and treatments. Must complete all required paperwork in detail and file documentation.
2. Applies heat treatment (130 degree and above) according to schedule, instructions, safety procedures, and as needed based on work order requests.
3. Sets up, adjusts, and breaks down heating equipment prior to and after treatments.
4. Assesses treatment area and progress throughout process.
5. Documents treatment conditions and issues: includes detailing temperatures, issues, cold spaces and movement of objects/furniture within treatment area.
6. Cross train on other areas of pest control as needed and assigned by the Maintenance Manager.
7. Completes all work assignments within a timely manner.
8. Responds to ON CALL EMERGENCIES if needed by the maintenance tech on duty.
9. Ability to work flexible schedule for weekends, evenings and holidays.
10. Maintains equipment to ensure safety and equipment upkeep.
11. Adheres to specific safety guidelines set by OSHA.
12. Monitors and complies with all Federal and Local Fair Housing regulations and ordinances.
13. Undertake and performs other work-related duties as assigned including, work in other functional areas to cover absences or provide relief, to equalize peak work periods, or otherwise balance the workload. Completes all other projects or requests as directed by Supervisor.

EDUCATION and EXPERIENCE

1. 6 months pest control experience
2. Great customer service and organizational aptitude

CERTIFICATES, LICENSES, REGISTRATIONS

1. A valid North Carolina Driver's License unrestricted (except for corrective lenses)
2. License and/or certification as required by federal, state or local government

SKILLS AND ABILITIES

1. Ability to be exposed to extreme heat conditions at or above 130 degrees for short periods of time
2. Time management and organizational skills, including punctuality for on-time attendance
3. Familiar with HUD maintenance standards (UPCS) and NC building codes
4. Superior customer service skills including the ability to manage difficult customers and/or situations
5. Strong attention to detail, organizational, time-management and problem solving skills
6. Professional verbal and written communication skills
7. Ability to read, write, understand, and communicate in English

LANGUAGE SKILLS

1. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals
2. Ability to write routine reports and correspondence
3. Ability to speak effectively before groups of residents or employees of the Organization

MATHEMATICAL SKILLS

1. Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, fractions and decimals.
2. Ability to compute rate, ratio and percent, and to draw and interpret graphs.

REASONING ABILITY

1. Ability to apply common sense, understanding to carry out detailed but uninvolved written and/or oral instructions.

2. Ability to deal with problems involving a few concrete variables in standardized situations.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by the Pest Control Tech. to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. The employee must frequently lift and/or move up to 75 pounds and, on occasions, move more than 100 pounds.
2. Specific vision abilities required by this job include close vision, distance vision, color, vision, peripheral vision, depth perception, and ability to adjust focus. Close (clear vision at 20 inches or less), distance (clear vision at 20 feet or more) and peripheral vision (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point) abilities will be necessary to fulfill the requirements of the position.
3. While performing the duties of this job, the employee is regularly required to stand; use hands to finger, handle, or feel; and reach with hands and arms.
4. The employee frequently is required to walk, climb or balance, and talk or hear. The employee is frequently required to sit; stoop, kneel, crouch, or crawl; and taste or smell.