

ENVIRONMENTAL HEALTH SERVICE



JOB DESCRIPTION

Animal Warden & Pest Control Officer

Grade LS15/14 plus 2 increments	Post number TBC
Responsible to	Principal Officer
Responsible for	To assist in the provision of a comprehensive Animal Welfare Service throughout the Borough, both by the enforcement of legislation and by a programme of education, inspections and advice. The post will involve working with individuals, voluntary organisations and other statutory bodies, including Parish Councils, to promote animal welfare issues, collect stray dogs, and enforce the dog fouling laws. The treatment of pest infestations in line with appropriate procedures and accepted practice with a primary aim of protecting public health. The post holder will also be expected to provide advice where appropriate to members of the public, outside organisations (both public and private), and other members of the service.
Main duties and responsibilities	1) To enforce appropriate legislation in respect of dogs, including the preparation of notices and statements and presentation of evidence in court cases.
	2) To deal with all aspects of stray dogs, including their collection, transport, arrangements for temporary accommodation and adoption.
	3) Participate in a Borough wide educational and advice service to encourage responsible dog ownership.
	4) To keep appropriate records, update the computerised database and undertake any necessary administration relating to the Service's activities.
	5) To carry out inspections of animal welfare related licensed premises, compile reports and related enforcement activity to fulfil the licensing functions of the Council.
	6) To carry out investigations of complaints relating to animal welfare, compile reports, witness statements and related enforcement activity.

Main duties and responsibilities (continued)	7) Treatment of rodent and insect pests, e.g. rats, mice, bedbugs, cockroaches, fleas, and wasps, in line with the Environmental Health Services written standards, policies, and procedures.
	8) Give advice on pest control matters as required.
	9) Keeping of records relevant to complaint details, treatments carried out, stock control and other general matters.
	10) Survey all types of land for infestations of pests likely to cause concern at nearby premises.
	11) To maintain the vehicle provided by the Council in a clean and tidy condition, in accordance with appropriate procedures.
	12) Perform any other reasonable duties as directed by the Principal Officer.
Approved by the Head of Public Protection Dated: January 2026	