

B. C. HOUSING MANAGEMENT COMMISSION

JOB DESCRIPTION

Location: **Various**

Reference No:

Date:

Job Title:

**Pest Control/Heat Treatment
Chargehand**

PRIMARY FUNCTION:

In addition to performing Pest Control/Heat Treatment Operator functions as required, directs assigned staff in the performance of their duties as related to the pest control program at Commission properties.

JOB DUTIES AND TASKS:

1. Directs, trains and assigns staff in the completion of the pest control program at BC Housing properties
 - (a) Directs, trains and assigns work of pest control staff;
 - (b) Liaises with other departments as required for effective delivery of treatments (i.e. Grounds, PPMs and site staff);
 - (c) In collaboration with site staff, delivers Notice of Entry and treatment preparation instructions to tenants scheduled for treatment and reviews preparation requirements with tenants;
 - (d) Conducts pre and post treatment inspections of units;
 - (e) Reports tenant related challenges to the site staff and Property Portfolio Manager responsible for the site;
 - (f) Ensures work standards and deadlines are met;
 - (g) Carries out duties related to pest control of units/areas as listed in Pest Control/Heat Treatment Operator job description;
 - (h) Applies pest control products as required;
 - (i) May be required to utilize tact and diplomacy in possible tenant interaction where complex health and social issues may be present. Refers tenants to other staff where appropriate.
2. Maintains inventory, records and standards:
 - (a) Carries out routine inspections and arranges for maintenance of equipment;
 - (b) Maintains records related to pest control/heat treatment of units/areas;
 - (c) Assists in estimating and ordering of supplies required for pest control treatments;
 - (d) Makes recommendation for increasing effectiveness of treatment and safety protocols;
 - (e) Performs other assigned duties as required and qualified;
 - (f) As required operates the Employer's vehicle including trailers and loads/unloads tools, materials and/or equipment;
 - (g) Coordinates other pest control services as required and qualified.

SUPERVISION/DIRECTION RECEIVED:

Immediate supervisor

SUPERVISION/DIRECTION EXERCISED:

Assigns work to Pest Control / Heat Treatment Operators.

PHYSICAL ASSETS/INFORMATION MANAGEMENT

Arranges for the maintenance of heat treatment trailers and associated equipment. Maintains records on the treatment of units, maintenance of the equipment and tenant relations (i.e. proof of delivery of Notice of Entry) and critical incidents. Performs physical duties as required. Prepares reports of program progress as required. Maintains on-line records and documentation.

FINANCIAL RESOURCES:

Provides cost estimates for purchasing and budget decisions. Applies standard purchasing procedures to acquire goods and services.

The above statement reflects the general details considered necessary to describe and evaluate the principal functions of the job identified, and shall not be construed as a detailed description of all the work requirements that may be inherent in the job.