



Date Developed:	August, 2021
HR Review Date:	

**JOB DESCRIPTION/JOB POSTING**  
AN EQUAL OPPORTUNITY EMPLOYER M/W/D

<b>DEPARTMENT:</b>	<b>Health and Human Services Department</b>
<b>DIVISION:</b>	<b>Public Health</b>
<b>POSITION TITLE:</b>	<b>Environmental Health Technician( Rodent Control)</b>
<b>JOB TYPE:</b>	
<b>PAY GRADE/RANGE:</b>	<b>A25 (\$52,521.30 – \$67,023.45)</b>
<b>FLSA STATUS:</b>	<b>Non-Exempt</b>
<b>CIVIL SERVICE STATUS:</b>	<b>Non-Exempt</b>
<b>OPENING DATE:</b>	
<b>CLOSING DATE:</b>	

\*Starting salary is dependent upon qualifications, but in most cases is no higher than the midpoint for the range.

**NATURE OF WORK:**

Under the direction of the Public Health Manager in the Health and Human Services Department, this position employs sustainable pest control practices to control the number of pests most particularly rats in Evanston. This position inspects, consults, and educates the public on the effective control of rodents and other nuisances. This position is responsible for applying pesticide to public and private properties for the control of rodents. This position will engage in the administrative adjudication process to ensure contributing factors to rodent activity are corrected. The position requires significant knowledge of various effective pest control methods and tactics including integrated pest management.

**ESSENTIAL FUNCTIONS (Specific assignment will include some or all of the following):**

- Inspects properties for code compliance and signs of pest activity
- Inform the public on corrective actions necessary on their property for pest control
- Makes public presentations on proper pest control
- Initiates legal action necessary or required for code compliance and presents court or hearing testimony under oath.
- Prepares forms and letters advising property owners and tenants of possible violations and deadlines for correcting deficiencies
- Determine the appropriate action needed to eliminate pests
- Applies integrated pest management in controlling rodents(rats) and other pests in Evanston
- Apply rodenticides to residential properties and public places for effective pest control
- Maintains, Monitors, inspects, and services all bait stations on at least a weekly basis
- Documents and updates resident requests using the Evanston 311 system at least 48 hours of the service
- Responsible for keeping track of pest control equipment, supplies and pesticides.
- Removes and disposes of deceased rodents as requested
- Performs other related duties and assignments as needed or required

**MINIMUM REQUIREMENTS OF WORK:**

- High school diploma or GED with at least 2- 4 years of experience with a specific rodent(rat)/pest control program/municipal program or a Bachelor's degree with a preference in Entomology, Rodentology, Biology, Public Health, Environmental Health or a related field with 1-2 years' experience in a specific rodent(rat)/pest control program/municipal program.
- Must be an Illinois Certified Structural Pest Control Operator.

**Knowledge, skills, and abilities in the following areas:**

- Knowledge and experience with code enforcement in the courts and/or administrative adjudication.
- Knowledge of the use of personal computer and software to include, word processing, spreadsheets and presentation packages including experience with desk top publishing software.
- Strong communications skills, both written and verbal; ability to make presentations on technical issues that are understandable by the audience ; ability to communicate with staff, City officials and the public; ability to prepare correspondence, reports and memoranda containing both technical and non-technical information.
- Ability to establish and maintain effective working relationships with a diverse group of individuals and staff throughout the City organization and the community.
- Ability to work independently without close supervision and work in a collaborative manner to accomplish the mission of the department.

- Ability to read, understand and interpret manuals, laws, ordinances, policies and procedures, statutes, codes, rules and regulations, journals, newspapers, memos, letters, reports, union contracts and similar documents.
- Strong customer service skills, both with internal customers as well as external customers. Ability to work in a team-oriented environment that encourages participatory management.

**PHYSICAL REQUIREMENTS OF WORK:**

Medium Work: Will exert up to 50 lbs. of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly. Physical demands will also include the ability to balance, stoop, kneel, crouch, crawl, reach, handle, finger, and feel objects. The worker is Subject to Both Environmental Conditions: Activities occur inside and outside in approximately equal amounts.

Hazards: Conditions or situations where there is danger to life, health, or bodily injury. This category includes a variety of physical hazards, such as proximity to moving mechanical parts, electrical shock, working on scaffolding and high places, exposure to burns and radiant energy, exposure to all types of explosives, and exposure to toxic chemical and biological agents. This category also includes x-ray fluorescence machines that have a radioactive source.

Atmospheric Conditions: One or more of the following conditions affect the respiratory system or the skin: fumes, odors, dust, mist, gasses, or poor ventilation. These conditions are present to a degree or length of time sufficient to cause marked discomfort or possible bodily injury to the worker.

**SUPERVISION:**

Under the general direction of the Public Health Manager, work is performed independently within general guidelines. Assignments can be either verbal or written, with the employee determining proper procedure and work methods and is responsible for completing the work according to City work rules and safety regulations. The employee is responsible for prioritizing work tasks, and for identifying and utilizing the appropriate resources to resolve a problem or situation. Work performance is reviewed through observation, written and verbal communication, completion of projects, reports, conferences and meetings. Guidance is provided through the State Code, City Code, departmental policies, City operating practices and procedures, union contracts, personnel rules and other resources as applicable to specific projects assigned. Work is evaluated at least annually, with respect to customer service and performance in accordance with this classification standard.

**PUBLIC CONTACT:**

The individual will have regular contact with diverse groups of people including elected officials, business owners, the general public and City employees.

<b><u>SELECTION METHOD</u></b>	<b><u>TYPE OF ELIGIBILITY LIST</u></b>	<b><u>LIFE OF ELIGIBILITY LIST</u></b>
Structured Oral Interview Qualifications Assessment	Category Group	Two Years

*To apply for this position, please apply online at [www.cityofevanston.org](http://www.cityofevanston.org) on or before the closing date.*

**Chosen candidates will be required to provide proof of licenses, certifications, and education required for this position. Candidates will also be subject to qualifying pre-employment processes, including medical examination, drug/alcohol screen, employment verification, and criminal background check.**

*The City of Evanston is an equal opportunity employer and ensures against discrimination in employment on the basis of a person's race, color, sex, age, religion, disability, national origin, ancestry, sexual orientation, marital status, parental status, military discharge status, source of income, housing status, or gender identity. The City of Evanston is also committed to accessibility for persons with disabilities. Any person needing mobility or communications access assistance should contact the Facilities Management Office at 847-866-2916 (voice) or 847-448-8052 (TTY).*