



Job Description

Job Title: Pest Control Technician
Reports To: Pest Control Manager

Department: Pest Control Division
Classification: Non-exempt

Summary- Provide quality pest management service to business establishments and residential homes with a technical knowledge that ensures materials are applied in accordance to federal and state laws.

Duties

1. Service all assigned accounts on route according to company standards each month.
2. Assist other routes and service new accounts as may be assigned by management and to meet company goals.
3. Handle client requests promptly and properly.
4. Notify office if schedule is not being followed.
5. Attend all training meetings and scheduled seminars that may be assigned.
6. Be knowledgeable as to technical data on all chemicals and materials as well as all local, state, and federal regulations regarding pest control.
7. Observe proper dress codes as outlined by company.
8. Maintain appropriate chemical, material, and tool inventory to service accounts according to policy and procedures.
9. Promote good client relations through proper communication.
10. Advise clients as to what work was performed, what to expect, and conditions conducive to pest activity.
11. Keep management informed as to any problems encountered on service routes as well as any changes in management or key contact personnel at accounts.
12. Maintain vehicle and equipment in a safe, clean, and properly operating condition.
13. Maintain a safe driving record.
14. Aid in collecting delinquent accounts.
15. Solicit new business for Bill Clark Pest Control Inc.
16. Keep clients updated on service as procedure change.
17. Be aware of cancellations and attempt to save accounts.
18. Call or check in office daily to see if there are any schedule changes.
19. Perform other duties as may be assigned in other departments.
20. Technicians should be at the office each day with enough time to get paperwork and equipment ready prior to first appointment.
21. Review and study required reading material and literature that is placed in your mail slot.
22. Schedule clients for service. Calls should be made no earlier than 7:30 am. Take notes of all phone calls made and messages left to the client.
23. Complete invoice at time of service. Make sure it is complete and that handwriting is legible.



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24. Be on time for all scheduled work or call the client to let them know if you are running late or cannot make an appointment. Be considerate of the client's time and give them as much notice as possible if you must change an appointment time.
25. Call the office if you are running late or will be absent from work. Call before 7:30 am and leave a message with the answering service. Then call a manager before 8 am explaining the reason why you are late or absent and when you will return to work. You are required to make both calls so we can adjust the schedules to cover appointments on your schedule.
26. You are required to call daily for each day you are absent and follow the above procedure.
27. If you have established a good record of reporting to work on time, we understand an occasional tardiness due to a genuine emergency or factors beyond your control may occur. However, an established pattern of absence, tardiness, or leaving work early will lead to disciplinary measures up to and including termination.
28. If you must be absent because of an illness or injury, a physician's certificate may be required prior to returning to work.
29. If you are absent more than two consecutive days without proper notice, job abandonment may be considered and the company may begin the process to fill the abandoned position.

Qualifications

1. Must be able to speak, read, write, and understand English, the primary language used for our workplace.
2. Ability to work independently and as a member of a team.
3. Must be able to manage priorities and workflow.
4. Commitment to excellence and high standards
5. Versatility, flexibility, and a willingness to work with constantly changing priorities with enthusiasm.
6. Understand and respond to diverse populations.
7. Possess and maintain a valid Texas driver's license and be insurable by our company's risk management group.

Physical Requirements

1. Be able to sit for at least 2 hours without a break
2. Be able to lift up to 50lbs
3. Must be able to squat and kneel
4. Must be able to get in and out of a vehicle
5. Must be able to rotate head from side to side for driving
6. Must be able to safely drive a vehicle
7. Must be able to stay awake and alert while on the job
8. Must be able to wear and use a respirator
9. Males must shave facial hair according to policy before reporting to work daily

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10. Must be able to wear foot and toe protection (steel toed boots or safety shoes)
11. Must be able to use both hands, arms, shoulders, and be able to lift hands over your head
12. Must be able to wear a seat belt
13. Must have adequate vision to be able to drive and complete the job
14. Must have adequate hearing to be able to hear alarms and whistles to ensure yours and others safety
15. Must be able to smell to ensure your safety in case of any leaks or spills in chemical plants we service

Work Environment

1. Driving for long and short periods of time
2. Inside/Outside temperatures and weather conditions
3. Work flexible and able to work hours to accommodate needs of BCPC

I have read and understand all guidelines set forth in the job description and am able to perform the duties of the job with or without reasonable accommodations.

Employee Signature

Date