

**JOINT ANIMAL CONTROL
MUNICIPAL SERVICE BOARD
JOB DESCRIPTION**

Position: Animal Services/Animal Control Officer (part-time)

Department: Municipal Animal Services

Purpose of the Position:

The Animal Services/Animal Control Officer (part-time) is responsible for assisting the Municipal Animal Services Facility Manager to fulfill the facilities strategic plan objectives by maintaining excellent standard of care. This position requires cleaning, caring for animals, client service, and by-law enforcement duties. Hours are as scheduled including weekends and on-call.

Responsible to: Municipal Animal Services Manager

Supervises: None

1.0 RESPONSIBILITIES:

(The following sets out the principal functions of the position and shall not be considered as a detailed description of all work requirements).

- 1.1 Shall ensure that the high level of cleanliness of the animal's kennels as well as the building are maintained by participating in the daily cleaning and care of all animals housed within the facility. Shall perform duties including but not limited to: cleaning cat and dog cages and kennels, washing dishes and litter pans, laundry, sweeping and mopping floors, and emptying garbage.
- 1.2 Shall perform by-law enforcement duties as assigned, including on-call duties ensuring that all Municipalities governing the Municipal Animal Services are provided with animal services in accordance with the Municipalities' by-laws and all applicable regulation of complaints, issuance of municipal offences and violation and information notices etc. and administering all relevant procedures and requirements of the Provincial Offences Act.
- 1.3 Shall perform other duties as assigned by the Municipal Animal Service Manager.

Job Description Animal Services/Animal Control Officer (part-time)

2.0 KNOWLEDGE, SKILLS AND ABILITIES:

- 2.1 Secondary School Diploma.
- 2.2 Experience working with animals would be preferred.
- 2.3 Experience or training in By-law enforcement preferred.
- 2.4 Excellent interpersonal, oral, and written communication skills with attention to detail.
- 2.5 Good problem-solving skills.
- 2.6 Ability to work independently and as part of a team.
- 2.7 Proficiency with computer programs. Experience in the use of PetPoint is an asset.

3.0 OTHER

- 3.1 Valid Ontario Driver's License and access to a vehicle for work.
- 3.2 Current and satisfactory Police Records Check.
- 3.3 Must remain within the jurisdiction when on-call.

4.0 WORKING CONDITIONS:

- 4.1 Animal facility with cleaning and some lifting. An office environment dealing with clients, phone and marketing. Some requirement to work hours outside of normal schedule.

Hours: Part-Time hours including weekend and on-call.

Compensation: Starting wage is \$16.18 per hour.

Application process: Please submit your resume before 8:00 a.m.
Monday, July 16, 2018
Email: sheltermanager@airnet.ca

The Joint Animal Control Municipal Service Board thanks all applicants for their interest in the position; however, only those candidates selected for an interview will be contacted. Personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and is used to determine eligibility for potential employment. The Joint Animal Control Municipal Services Board is an equal opportunity Employer. Work accommodations are available, upon request, in the recruitment process for applicants with disabilities.