

Municipal Law Enforcement Officer- Animal Services (Part Time Regular)

(Job # 2019-009-IE)

Department:	Corporate Services
Status:	Full-time, Permanent
Date Posted:	January 11, 2019
Date Closing:	January 25, 2019 at 4:30 p.m.
Number of Positions:	1
Scheduled Hours/Shifts:	Up to 20 hours per week, with rotating shifts including evenings, overnight and weekends
Salary:	\$35.49-\$43.17 per hour

Position Purpose:

Reporting to the Supervisor, Municipal Law Enforcement, this position is responsible for administering, maintaining and interpreting all Municipal By-laws and provincial legislation relating to Animal Control for the Town of Whitchurch-Stouffville. The Municipal Law Enforcement Officer-Animal Services will patrol the town and proactively search for deceased, stray, sick or injured animals and provide the necessary support- ranging from transporting animals to shelters and veterinarians to administering euthanasia as appropriate. Another requirement of the job is to provide staff and the public with information regarding licensing, vaccinations, rabies control, pet owner education, outbreaks, spaying neutering and adoptions.

Qualifications and Requirements:

The ideal candidate will possess the following qualifications:

- Minimum of two (2) years related animal handling experience
- Post-secondary education in related field such as Police Foundations, Law & Security, Veterinary Technology, or Animal Health Technology, is preferred
- Thorough working knowledge of the Dog Owners Liability Act, Provincial Offences Act, Municipal Act, and other pertinent legislation related to animal control, municipal law enforcement, and processes and practices including court documentation and proceedings
- Valid CPR and first Aid (or willing to obtain); Pet First Aid an asset
- Excellent organizational skills
- Proven investigative and report writing skills, verbal communication and presentation skills
- Advanced interpersonal skills, with ability to interact effectively with all municipal staff, elected officials, residents, businesses
- Problem-solving skills, discretion and good judgement when handling confidential/sensitive information and communicating with individuals regarding controversial matters;
- Able to wear required personal protective equipment
- Class "G" driver's license in good standing; ability to provide and maintain a clean Motor Vehicle Drivers Abstract
- Satisfactory Police Vulnerable Sector check
- Proficiency in Microsoft Office suite, including customized Town programs
- Superior customer service orientation with a focus on ensuring effective services; maintain a positive, professional attitude

How to apply:

Please forward your resume in confidence **January 25, 2019 at 4:30 p.m.**, identifying **Job # 2019-009-IE** in the subject line to hr@townofws.ca.

Committed to diversity and a barrier-free environment: Whitchurch-Stouffville is an equal opportunity employer committed to an inclusive, barrier-free recruitment and selection process and as we grow, it's important that our workforce reflect the citizens we serve. At the Town, we respect, encourage, and celebrate our diversity. If contacted for an employment opportunity, please advise if you require accommodation.

We thank all applicants for their interest in this position, however, only those applicants selected for an interview will be contacted.