

Municipal Law Enforcement Officer- Animal Services

(Job # 2024-020-IE)

Department:	Corporate Services, Municipal Law Enforcement
Status:	Part Time, Temporary
Date Posted:	February 8, 2024
Date Closing:	February 22, 2024 at 4:30 p.m.
Number of Positions:	2
Scheduled Hours/Shifts:	up to 30 hours per week, with rotating shifts including evenings, overnight and weekends
Salary:	\$42.2395 - \$51.3908 per hour

WHY Stouffville:

Working for the Town of Stouffville means being a part of a tight knit workforce, where we foster a sense of belonging. The Town is dedicated to supporting employees by offering competitive wages, opportunity to participate in OMERS pension plan, flexible schedules, complementary gym membership and access to our employee discount program.

If you are a person who believes strongly in providing the highest level of service to animals and to your community, then this may be the job for you! Through strong partnerships with several external agencies, our team is ready and able to provide the highest level of service to our community!

We are committed to being an equal opportunity employer, supportive of 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.

Position Purpose:

Under the direction of the Supervisor, Animal Services, the Municipal Law Enforcement Officer – Animal Services 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 act as a liaison with various municipal agencies such as York Regional Police.

Qualifications and Requirements:

The ideal candidate will possess the following qualifications:

- Minimum of two (2) years related animal handling experience and knowledge of animal behaviour
- 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
- 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; sensitivity and ability to maintain security of files
- 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
- Due to responsibilities of this position a Police Vulnerable Sector check satisfactory to the Town is required
- Computer proficiency in Microsoft Office suite, including customized Town programs and basic knowledge of typical office equipment

- Superior customer service orientation with a focus on ensuring effective services; maintain a positive, professional attitude
- Other duties as assigned

How to apply:

Please forward your resume in confidence **February 22, 2024 at 4:30 p.m.**, identifying Job # 2024-020-IE in the subject line to hr@townofws.ca.

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