



Position Title: Animal Control Officer

Department: Building, Planning and By-Law

Reports To: Chief Building Official

Status: Part-time Occasional

This job description is: New X Revised

Job Summary:

Reporting to the Chief Building Official (CBO), the Animal Control Officer is responsible for performing humane animal control duties. As an Animal Control Officer, you will play a crucial role in ensuring the safety and well-being of animals in our community. You will be responsible for enforcing animal control laws, responding to animal-related complaints, rescuing and capturing stray or injured animals, and educating the public about responsible pet ownership. Drives personal vehicle and responds to complaints for service. Works a schedule that includes days, nights, weekends and holidays as necessary.

Duties and Key Responsibilities:

- Provides prompt and courteous response to requests for animal control services.
- Respond to Animal related complaints, receive and respond to animal-related complaints from the public, including reports of stray animals, barking dogs, animal cruelty.
- Investigates and issues orders as needed.
- Capture and rescue animals in distress, including stray or injured animals, and transport them to the appropriate facilities for shelter or medical treatment.
- Handles all types of domestic animals. Occasional running to apprehend loose animals evading capture.
- Conduct Investigations and investigate reports of animal cruelty, abuse or neglect, gather evidence, and prepare detailed reports for legal purposes.
- Educates the public regarding the importance of humane treatment for all animals. Provide educational programs and resources to the public about responsible pet ownership, animal control laws, and the importance of spaying/neutering pets.



- Assist residents with animal-related issues, such as lost pets, dangerous animals, by providing guidance and appropriate referrals.
- Responds to emergencies and transport injured, sick and aggressive animals.
- Maintains a daily log, up to date records of all animal control activities, including reports, citations and licensing information.

Job Specifications:

- Possess an Ontario Secondary School Diploma (OSSD) or Certification or training in animal control, animal handling, or a related field is preferred.
- Enforce Animal Control Laws and ensure the safety of animals and the community.
- Able to lift at least 70 pounds and work outside in all types of weather.
- Proper, humane methods of safely handling and restraining a wide variety of animals.
- Valid Ontario G Drivers' License and access to personal vehicle is required with a clean driver's abstract.
- Inspects properties on an annual basis in relation to application for kennel licenses.
- Refers any proposals for new kennels to the Planning Department for review prior to processing with application.
- Assists with the issuance of kennel licenses after all requirements have been met.
- Valid Criminal Record Check
- Knowledge and/or experience with Township By-laws.
- Previous experience in animal control, law enforcement, or a related field is desirable.



Required Skills

- Ability to safely handle and restrain animals of various sizes, species, and temperaments.
- Education of symptoms of common diseases of dogs and cats.
- Knowledge of basic first aid techniques for animals and the ability to administer emergency care when required.
- Proficiency in using computer systems, databases, and software for maintaining records and generating reports.

Key Performance Competencies:

Demonstrated ability to work effectively in a mutually supportive and ethical team environment supporting and complementing the activities of other departments.

Demonstrated ability to communicate effectively in writing and orally with fellow co-workers, residents and other external contacts for the exchange of information.

Demonstrated ability in conflict management skills to be tactful, maintain confidence and develop trust with residents to obtain compliance and resolve conflicts.

Demonstrated ability to perform administrative tasks such as time management, priority setting and organizational awareness.

Strong organizational skills and the ability to prioritize and manage multiple tasks efficiently.

Demonstrated ability to ensure the confidentiality of all corporate information and Transactions are in accordance with the Municipal Freedom of Information and Protection of Personal Privacy Act.

Demonstrated ability to act in accordance with established guidelines, follow standard policies, procedures, and legislation such as *Occupational Health and Safety Act*; *Accessibility for Ontarians with Disabilities Act*. (AODA), etc.



Supervisory Responsibilities:

This position does not have any supervisory responsibilities.

Working Conditions:

Work in all types of weather while attending complaints regarding animal control.

Please note:

The above statement reflects the general details considered necessary to describe the principal functions of the job identified and should not be considered as a conclusive description of all work required in the position. This job description may be subject to change to meet organizational, resident or operational requirements.

Contacts:

Internal:

Manager
Municipal Staff

External:

General Public	Municipal Government
Provincial and Federal Agencies	Ontario Provincial Police



I have read this Job Description and understand the job requirements of this position and the expected standards of performance.

Signature of Incumbent

Date

Signature of Chief Building Official

Date

Signature of Chief Administrative Officer

Date