

Town of Caledon

make a difference



Job Title: Animal Control Officer, After Hours (Casual/Irregular)

Closing Date: June 28, 2016 at 4:30pm

Town of Caledon is a dynamic municipality that successfully balances urban, rural and agricultural communities. Our energetic staff are guided by our core values that create an environment for continuous improvement and customer service excellence.

In addition to offering exciting career opportunities, the Town also provides a competitive and comprehensive total rewards package. Come see how you can ***make a difference***.

The Opportunity

- Respond to and investigate after-hour complaints and inquiries concerning domestic and wild animals, birds and reptiles
- Attend, investigate and document all dog bites under the Animal Control By-Law and report to the Health Department and OPP as required
- Issue Provincial Offences Notices, and attend court as required
- Issue licenses and orders as required, pursuant to the Animal Control By-Law
- Provide humane and skilled capture, handling and restraint of wild and domestic animals including sick, injured and aggressive animals, both in the shelter and in the community
- Required to operate a Co2 gas box. Must assess and determine when the euthanasia of animals is necessary with the assistance of a medical/veterinary professional as required
- Provide assistance to shelter staff as well as other officers on-call if required
- Upon admittance to the shelter check animals for identification including tattoos, microchips etc.
- Investigate and document Livestock Claims
- Provide assistance to Emergency Services agencies in the handling and restraint of aggressive dogs
- Pickup and removal of injured/ill/dead animals from public and private property and transport to shelter
- Arrange for removal of large animals to appointed pound keeper
- Complete detailed reports on all incidents
- Complete daily vehicle checks and Driver Vehicle Inspection Reports
- Recommend new or changes to Animal Control policies and procedures for review and approval by Senior Staff
- Perform other duties and special projects as assigned
- Be responsible to work in compliance with the Occupational Health and Safety Act and Regulations, the Town of Caledon Occupational Health, Safety and Workplace Violence Policy and Procedures, as well as established industry guidelines



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The Ideal Candidate

Candidates for this position will have the following training, education and experience or equivalent:

- Post-secondary diploma in animal care (Animal Health Technician or Veterinary Technician), or related field
- Minimum 2 years related experience in animal care, or handling
- Valid Class 'G' Driver's license and access to a personal vehicle
- A clean vulnerable criminal record certificate
- Must be able to meet the physical demands of the position including lifting (up to 100 lbs), bending, twisting, and working in adverse weather conditions
- Ability to recognize and deal effectively with a diversity of animals, problems and behaviours
- Excellent verbal and written communication skills
- Superior interpersonal skills including the ability to work effectively in a team environment
- Must be able to stay objective and calm when facilitating discussions, especially in conflict situations
- Ability to work independently and without direct supervision
- Organizational skills with attention to detail and ability to meet deadlines
- Demonstrated ability to exercise significant discretion and sensitivity
- Demonstrated ability to use sound judgment
- Demonstrated analytical and problem solving skills
- Computer proficiency in MS Office (Word, Excel, Outlook)
- Pre-exposure rabies vaccination and acceptable titre and willing to have booster vaccine when required

How To Apply

To learn more about employment with the Town of Caledon and to apply for this exciting and challenging opportunity, visit: www.caledon.ca/careers

If needed and upon request, this document can be made available in an alternative format.



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