



# Town of Whitby Employment Opportunity

## Part-time Animal Services Officer and Shelter Attendant

Whitby combines a small town atmosphere with the sophistication and amenities of a larger urban centre. Located on the shores of Lake Ontario, Whitby boasts two beautiful heritage downtowns, one of the finest recreational harbours with two marinas, year round sports and recreation activities, parks, trails, beaches and a robust arts and culture scene, all of which are part of the extraordinary amenities that Whitby residents enjoy every day. With a population projected to grow to 200,000 people within the next 15 years, Whitby has an exciting and aspiring future.

Reporting to and under the direction of the Manager of By-law and Animal Services, the Animal Services Officer and Shelter Attendant is responsible for the provision of humane animal care and control. General responsibilities include:

- the humane capture and handling of animals running at large, including sick/injured wildlife and domestic animals;
- providing care to animals at the animal shelter;
- general administration associated with the Town's animal care and control programs including animal licensing data entry;
- complaint tracking and file management;
- removal of deceased wildlife from public and private property including highways;
- custodial and maintenance duties associated with the operations of the animal shelter;
- basic enforcement of animal-related by-laws and public education; and,
- other duties as may be assigned.

As the successful applicant, you will possess:

- a minimum 1-year post-secondary certificate in animal care, law and security administration, or related field;
- a minimum of two (2) years related experience;
- working knowledge of by-laws and related legislation;
- working knowledge of animal care and behaviour;
- working knowledge and understanding of computers and related applications, including Microsoft Office Suite (Word, Excel, Access, Outlook);
- the ability to communicate both verbally and in written form in a clear and concise manner;
- well-developed interpersonal skills to establish and maintain effective working relationships;
- the ability to exercise sound judgement, tact and courtesy to deal with the general public on issues of a sensitive and potentially controversial nature;
- the ability to work effectively in a team environment as well as independently with minimal supervision;
- the ability to climb, lift and move heavy items;
- the ability and willingness to respond outside of regular working hours as required; and,
- a valid Class "G" Driver's Licence in good standing.

**Salary:** "Under Review"

**Hours:** Flex hours, including days, evenings and weekends (maximum of 24 hours per week).

**Application Deadline:** Thursday, April 6, 2017

**Application Instructions:** To be considered for this challenging opportunity, please fax, mail, e-mail or deliver your confidential application/resume to:

The Corporation of the Town of Whitby - Human Resource Services  
575 Rossland Road East, Whitby, ON L1N 2M8  
Fax: 905.430.4340 Email: [jobs@whitby.ca](mailto:jobs@whitby.ca)

**Please quote Posting Reference No.: 17-P007-984**

The selection process may include assessment methods to further determine a candidate's knowledge and skills for the position.

The Town of Whitby is an equal opportunity employer and is committed to inclusive, barrier-free recruitment and selection processes and work environments. Please advise Human Resource Services of any accommodations needed to ensure your access to a fair and equitable process. Any information received relating to accommodation will be addressed confidentially.

Acknowledgement will only be forwarded to those applicants who are invited for an interview.

Personal information provided is collected under the authority of The Municipal Act, 2001 and the Municipal Freedom of Information and Protection of Privacy Act.  
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