



Accepting applications for the contract position of **Animal Control Officer**

Opening Date: May 6, 2024

Closing Date: open until filled

The Animal Control Officer (ACO) is responsible for responding to callouts including evenings and weekends and follow up with documented violations. Work within the Town will require administering and education regarding the Town Animal Control Bylaw 2023-08.

This position is responsible for the capture and transport of animals with various behaviors (including aggressive) and candidates should have sound knowledge of care and safe handling of animals.

Basic animal handling and daily care equipment will be provided.

Some specific duties:

Treat all animals humanely, with compassion and concern, upholding these values both on and off the job. This includes, but is not limited to:

- Using low stress animal handling techniques
- Observing and reporting on animals' mental and physical health and welfare
- Transporting and/or temporarily housing animals in size-appropriate kennels
- Operate, maintain and sanitize your vehicle and related equipment safely and efficiently
- Models appropriate care and concern and represents the Town in a professional way;
- Ensures complaints from the public are handled thoughtfully and when needs are outside of our responsibility, are transferred to the appropriate authority as expeditiously as possible; and
- Ensures inquiries from internal and external stakeholders are addressed in an efficient manner.
- Ensures that safe work practices are implemented as per the Town Health and Safety protocols and are being carried out to protect staff, members of the public and animals from injury and/or illness

Qualifications preferred to have:

- Grade 12 education, understanding of Animal Control Bylaw 2023-08, and an equivalent combination of education and experience acceptable to the employer
- Valid Class 5 SK Drivers' License and driver's abstract
- Physical ability to lift, pull, and push heavy objects as well as handle aggressive animals
- Ability to work co-operatively as a team player and demonstrate well-developed interpersonal skills
- Criminal Record Check

How to apply:

If you are interested in joining our team, we would like to hear from you. Please email your resume and cover letter to [admin@townofdundurn.ca](mailto:admin@townofdundurn.ca). We thank you for your interest in this position, however; only candidates selected for an interview will be contacted.