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| **Position Title:** | Animal Control Officer |
| **Department:** | Public Works  |
| **Employee:** |  |
| **Reports to:** | Superintendent of Public Works and Utilities |

**POSITION SUMMARY**

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| Reporting to and receiving direction and general supervision from the Superintendent of Public Works and Utilities, the Animal Control Officer is responsible to ensure relevant Town Bylaws and Policies as well as related Federal and Provincial legislation are implemented and enforced in the Town of Elk Point. This is a part-time contract position that is responsible for delivery and pick up of animal equipment including clean up and maintenance of Town Kennel. |

The duties, responsibilities, and scope of this position may, from time to time, be amended, altered, or changed by the Town to meet the business, community, and/or regulatory needs of the organization.

**KEY DUTIES AND RESPONSIBILITIES**

**Communication 50%**

* Listening to residents concerns about animal care.
* Addressing complaints/concerns in a professional and ethical manner.
* Communicate verbally with tact to general public, industry and colleagues.
* Communicating with coworkers/supervisor.
* Maintaining confidentiality on all files.
* Confidential and discretion

**Town Equipment/Facilities 30%**

* Cleaning cages and Kennel when required.
* Handling equipment and materials responsibly.
* Securing the Kennel and Public Works Yard when finished using.
* Ensuring animal feed in kennel when needed.
* Caring for animals in the kennel responsibly when needed.

**Confidentiality 20%**

* Drivers abstract required.
* Excellent record keeping and confidentiality.
* Discretion and tact are essential.
* Political sensitivity - working in a small community.
* Responding to inquiries in a proficient and respectable manner.
* Attending staff and safety monthly meetings.
* High level of integrity, confidentiality and accountability.

**REPORTING RELATIONSHIPS**

The following job titles and/or specific positions listed may, from time to time, be amended, altered, or changed by the Town to meet the business, community, and/or regulatory needs of the organization.

Position reports directly to the Superintendent of Public Works and Utilities.

This position provides leadership (direct supervision) to the following positions (job titles):

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| * N/A
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|  |  |

There are currently 0 indirect reports of this position.

**EDUCATION AND EXPERIENCE**

**Education:** Related degree or diploma in Animal Care is preferred.

**Experience:** 1 to 3 years of Animal Care experience preferably in a municipal setting.

**KNOWLEDGE, SKILLS, ABILITIES**

* The following knowledge, skills and abilities are required in this position:

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| * Knowledge of Municipal Bylaws and Policies.
* Knowledge and experience working with the current Alberta Municipal Government Act (MGA).
* Demonstrated attention to detail and ability to respect confidential information.
* Ability to build and manage relationships and resolve issues and conflict in an effective, inclusive, transparent, and calm manner.
* Valid Class 5 Driver’s license
 | * Strong Interpersonal skills and Customer Service.
* Ability to be accountable for own actions and to work well on a team, including being able to keep an open-mind, be honest, fair, and to interact with all levels of staff and individuals external to the Town courteously and effectively, ensuring that a positive attitude is employed in day-to-day work.
* Ability to manage multiple, and sometimes conflicting, priorities while meeting deadlines and maintaining attention to detail and accuracy.
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* The following are considered assets or preferences in this position:

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| --- | --- |
| * Degree or Diploma in Animal Care
* Municipal experience in Animal Care
 | * Advanced Facility for Avian Research
* Confidentiality and Discretion
* Standard First Aid/CPR/AED certificate
* Ability to obtain an enhanced security clearance from RCMP
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**WORKING ENVIRONMENT AND PHYSICAL DEMANDS**

**Working Environment**

* This position works primarily outdoors in all types of weather. Can be cold in winter and hot in summer. Usually lots of walking and driving. This is a safety sensitive position that may deal with aggressive animals.
* Person often works alone.
* Hours of work varies during the day and evening dependent on calls. No emergencies unless a dangerous dog – biting.

**Physical Demands**

* Lifting cages into vehicles and kennel. Handling of small animals. Cleaning equipment/kennel.
* Use of hands, arms and lower back.
* Standing on feet extensively.

**ACKNOWLEDGEMENT AND SIGNATURES**

| I declare that I have read the contents of this job description and understand the duties, responsibilities and criteria assigned to this position. |
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| **Employee Signature:** |  | **Immediate Supervisor Signature:** |  |
| **Date:** |  | **Date:** |  |

The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.