



SQUAMISH

HARDWIRED *for* ADVENTURE

External Job Advertisement

Position:	Animal Control Assistant (2 positions)
Status:	Casual / On Call
Work Area:	Bylaw & Animal Control
Posting Date:	August 30, 2017
Closing Date:	September 12, 2017 or until positions filled

GENERAL SUMMARY

Under the general supervision of the Animal Control Officer and Shelter Coordinator, and reporting to the Manager of Bylaw Enforcement and Animal Control, the Animal Control Assistant is responsible for the care, control, feeding and release of animals.

KEY RESPONSIBILITIES

Customer Service

- Contributes to the success of our team, creation of our community, and delivering outstanding customer service internally and externally by fostering the District of Squamish corporate values in their work: thinking beyond today, working together, acting with courage and enthusiasm, doing the right thing, and striving to do better every day.
- Follows the District of Squamish's Customer Service Guidelines to ensure the Delivery of Outstanding Service.

Main Duties and Responsibilities

- Responsible for feeding, grooming, administering prescribed medications, and post-surgical care for impounded animals.
- Cleans Pound facility, kennels, and surrounding area ensuring a high-level of facility hygiene.
- Receives and registers complaints, prioritizes by urgency, and dispatches the Animal Control Officer.
- Explains Animal Control policies, regulations, bylaws and procedures to others.
- Maintains and files a variety of office records.
- Maintains files related to Animal Control registration and sales by updating database.
- Prepares routine correspondence.
- Sells dogs, dog licences, collects fees, issues receipts, and balances cash.
- Maintains adequate inventory of dog food and cleaning supplies.
- Notifies owners of impounded dogs and explains release policy and procedure.
- Assists Veterinarian with control of animals during treatment or euthanasia, as necessary.

REQUIRED KNOWLEDGE, SKILLS & ABILITIES

- Excellent interpersonal and communications skills and ability to deal with people in a professional manner.
- Ability to handle animals.
- Ability to work independently with excellent problem solving & conflict resolution skills.
- Thorough knowledge of the principles, methods and equipment used in the capture, care, and handling of injured, aggressive, or stray animals.
- Ability to lift 23 kgs. (50lbs)
- Good organizational skills and the ability to prioritize tasks in a busy, often emotional environment.
- Basic skills in MS Word, Excel and Outlook.
- Thorough knowledge of business English, basic arithmetic and modern office practices and procedures.



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REQUIRED TRAINING, EDUCATION AND EXPERIENCE

- Bondable
- Grade 12
- Valid BC Class 5 Driver's licence with a safe driving record
- Able to obtain and maintain RCMP Security Clearance

AND

- Six months experience in the care and handling of animals in an institutional setting

OR

- An equivalent combination of education, training and experience

Hours of Work: Casual/On Call. Shifts may vary between Monday – Sunday, ranging between 6:00am – 9:00pm.

Mondays, Tuesdays, and Wednesdays availability required, subject to change.

Salary: \$23.19 per hour

This is a Union position within the Collective Agreement of CUPE Local 2269 and the District of Squamish.

Direct Your Application (Quoting Competition #) To: #17-75

Human Resources

District of Squamish

37955 Second Avenue, P.O. Box 310, Squamish, B.C., V8B 0A3 E-mail: jobs@squamish.ca