

Competition ID: J0224-0752

Job Type: Permanent Full Time

Department: Protective Services
Hours Per Week: 37.5
Date Posted: February 14, 2024

Job Category: Enforcement Services
Wage: \$86,321 - \$109,824/year
Closing Date: March 6, 2024

Animal Control Officer

The Animal Control Officer is responsible for investigating complaints and carrying out the enforcement of the various animal control related by-laws within Sturgeon County and contract services to other jurisdictions. The role will also carry out related court duties and provide information to the public about all animal control by-laws.

This position is a safety sensitive position as it works with potentially dangerous animals and involves driving for long periods even during very poor weather conditions.

KEY DUTIES AND RESPONSIBILITIES

Enforcement of Animal Control Bylaws (80%)

- Performs duties in accordance with Sturgeon County Animal Control Handbook.
- Provides effective patrols, of relative by-laws.
- Conducts investigation including collection of evidence of all related complaints received from the public within the County and contracted services.
- Deals directly with complainant and violator, resolves issues through court action, warnings, and mediation.
- Enters all investigations into County software system.
- Liaises with legal counsel and court officials. Prepares court briefs and serve documents as required. Testifies for Crown in bylaw matters.
- Conducts preventative patrols for Bylaw infractions in all areas of authority.
- Maintains bylaw vehicle and equipment in accordance with our Fleet Maintenance Service program.

Public Education, Information and Public Relations (10%)

- Acts as an information source to the public on authorized Bylaws.
- Attends community meetings, public functions and/or make presentations as requested, representing Protective Services in a professional manner.
- Maintains a positive image through all contacts with the public.

Other Related Duties (10%)

- Attends training courses as required/as directed by department supervisor or manager.
- Performs other related duties as required/ as directed by department supervisor or manager.
- Adheres to applicable responsibilities and accountabilities as outlined in the Sturgeon County Health and Safety Management System.
- Adheres to all of Sturgeon County's policies, bylaws, procedures, and processes, as well as aligns work to the Sturgeon County values.

KNOWLEDGE, EDUCATION, QUALIFICATIONS, SKILLS, ABILITIES, AND EXPERIENCE

- A minimum of one year of related experience working as an Animal Control Officer or Bylaw/Enforcement Officer. Preferences given to those individuals with more experience.
- Diploma in a related field such as police studies or criminology.
- Must have a valid class 5 driver's license and a current acceptable driver's abstract.
- A clear Criminal Record (Vulnerable Sector) is required (check must be renewed every three years).
- First Aid, CPR and AED certifications.
- Working knowledge of related municipal law and court procedures.
- Ability to prioritize and manage time effectively, working well and effectively under pressure with competing priorities.
- Strong organizational skills.
- Ability to communicate effectively using courtesy, tact, and discretion, and the ability to clarify technical information to non-technical individuals, utilizing strong verbal and written interpersonal communication skills.
- Ability to maintain good public relations within a set of protocols.
- Ability to deal effectively with complaint investigation and resolution with good listening, problem solving and conflict management skills.
- Sound and logical judgement and confidentiality when involved in animal control situations.
- Ability to work in a team environment or independently, with the ability to be self-motivated and demonstrating commitment to the team's goals and to continual learning.
- Ability to maintain confidentiality.
- Attention to detail.
- Proficiency in MS Office suite of products.

Interested? Please click [here](#) to apply prior to the March 6, 2024, deadline.