



Animal Services Officer Corporate Services

Position Summary

The Corporate Services Department, Legislative & Legal Services Division is accepting applications for one (1) full-time Animal Services Officer.

Under the direct supervision of the Supervisor, Licensing & Enforcement this position is responsible for monitoring compliance of the Town's by-laws related to animal control, noise, licensing and community standards as it relates to domestic species and wildlife. In addition, this position provides humane capture, handling, transportation and euthanasia of both domestic and wildlife species. Town of Milton Animal Services Officer's will also be responsible for the enforcement and administration of the Town's Traffic & Parking by-law.

Successful candidates must be able to work variable hours including rotating shifts; mornings, afternoons, evenings, weekends, holidays and on-call work.

Major Job Responsibilities

Patrols assigned areas, responds to and documents all inquiries and complaints from the public, law enforcement agencies, or other animal services officers with respect to the enforcement and administration of Animal Control, Clean Yards, Business Licensing and Noise By-laws.

- Provides information to the public regarding licensing, vaccinations, rabies control, pet owner responsibilities, spaying, neutering, and adoptions
- Preserves public safety by handling and transporting sick, injured, dangerous or deceased domestic and wildlife animals in a safe and humane manner to shelters or veterinarians for impounding, treatment, disposal, or rabies investigation
- Cleans, disinfects and maintains up-to-date records for municipal vehicles and equipment
- Conducts kennel inspections and prepares reports regarding the requirements contained in the Town's business licensing by-laws
- Covers after hours "on call" shifts to provide response to emergency calls
- Responsible for administrative duties related to program cost recovery

Provides enforcement relating to the Town's Parking Bylaws

- Responsible for patrolling on-street and off-street parking areas
- Monitoring compliance, responding to complaints and requests for enforcement of parking prohibitions
- Issues parking infraction notices

Investigates and identifies by-law infractions

- Creates, opens and updates electronic investigation files
- Provides assistance and information regarding general parking regulations, patrols and enforcement
- Provides public information regarding the Town's noise, business licensing and community standards by-laws
- Works closely with other municipal departments and Halton Regional Police Service, Burlington Animal Shelter, Halton Regional Health Department and the Milton Fire Department
- Investigates livestock claims as an appointed investigator
- Issues Part 1, Part 2, and Part 3 penalty notices of the Provincial Offences Act
- Gathers evidence and obtains necessary documentation for prosecution

Education and Experience

- Certificate/diploma in Police Studies/ Foundations, Law & Security, Justice & Administration or related field
- Post-secondary education in Animal Care or Veterinary Technician is preferred
- Training related to wildlife and animals living in their natural habitat is preferred
- Minimum two years' experience of animal control related experience
- Experience interpreting by-laws and provincial legislation pertaining to municipal law enforcement and licensing
- Experience related to parking enforcement is preferred
- Experience handling injured and deceased wildlife is preferred
- Experience confining, securing and transporting live and deceased animals is preferred

Certifications and Designations

- Certified Municipal Law Enforcement Officer or able to obtain Certification within three years
- A valid Ontario Driver's License Class G with a satisfactory driving record is required
- Satisfactory Criminal Record check is required

Additional Skills

- A valid Ontario Driver's License Class G with a satisfactory driving record is required
- Satisfactory Criminal Record check is required
- Excellent interpersonal, investigative, detailed report writing and organizational skills
- Strong problem-solving skills and proven ability to resolve disputes in a matter that supports a high level of customer service
- Knowledge of the Dog Owners Liability Act
- Knowledge of the Livestock, Poultry and Honey Bee Protection Act
- Knowledge of the Fish and Wildlife Conservation Act
- Knowledge of the Migratory Bird Conservation Act
- Knowledge of the Provincial Offences Act (POA) Part 1, Part 2 and Part 3 penalty notices as well as evidence collection
- Proficient in Windows based software including Word, Outlook, Excel and Amanda and parking control software

Salary Range: \$65,104 - 81,380 (based on a 40-hour work week)

Interested applicants should apply online at www.milton.ca under the Careers section by 11:59 pm on **August 20, 2023**.

In accordance with the Freedom of Information and Privacy legislation, applicant information is collected under the authority of the Municipal Act and will be used strictly for candidate selection.