



A great place to work starts with you!

With a population of 32,097, Parkland County offers a range of municipal services and a vibrant mix of agricultural, residential, industrial and recreational opportunities. This unique rural area is situated on the west outskirts of Edmonton, just 20 minutes from downtown, and stretching over 2438 sq. km. of picturesque landscapes.

Now Hiring: Shelterkeeper (Competition #24-40)

Parkland County has a *casual*/Shelterkeeper position available with the Enforcement Services Department until June 2025, with the possibility of extension to December 2025. Reporting to the Supervisor, Court Liaison & Shelter Operations this position will provide maintenance of the shelter and provide general care of the impounded animals. The Shelterkeeper will assist in the impounding and release of animals, work with external agencies regarding status of impounded animals, provide administrative support, and transport animals as required. This position is also responsible for assisting at the front counter and answering phone calls. The successful candidate will possess excellent interpersonal and communication skills, as well as demonstrate effective conflict management and public relations skills.

The ideal candidate would have the following:

- Completion of high school diploma or equivalent.
- Minimum one year of experience in animal health or behavior.
- Minimum one year of administrative experience and familiarity with Microsoft Office.
- Possession of a valid Class 5 driver's license and satisfactory driver's abstract.

The total rewards package for this position includes:

An hourly rate of pay of \$25.79 to \$27.97 (shift work as required, including weekends).

Parkland County offers a total rewards package including competitive pay aligned with the Collective Agreement of The International Union of Operating Engineers – Local 955, with access to our confidential Employee and Family Assistance Program. Our organization offers access to physical fitness including an employee on site gym and lunch exercise programs, a Social Club, a mental health committee, and a comprehensive training program with extensive learning and development opportunities. Visit our careers page to view our Total Rewards Package for this position!

Additional Information

Interested Candidates are Invited to Apply Online at careers.parklandcounty.com by Tuesday, May 14th, 2024 at 4:00 p.m.

We thank all applicants in advance for their interest; however, only those selected for further consideration will be contacted. Applications will only be considered through the Parkland County website.

We are committed to fostering an inclusive workplace that welcomes, respects and values the multivariate diversity of current and prospective employees. We strive to provide reasonable access and accommodation throughout the recruitment and employment process. If you have any questions regarding this, please connect with our team at humanresources@parklandcounty.com

