

Town of Caledon

make a difference



Job Title: Assistant, Animal Services (Contract Up to 12 Months)

Closing Date: August 16, 2024, 12pm

Town of Caledon is a dynamic municipality that successfully balances urban, rural and agricultural communities. Our energetic staff are guided by our core values that create an environment for continuous improvement and customer service excellence.

In addition to offering exciting career opportunities, the Town also provides a competitive and comprehensive total rewards package. Come see how you can ***make a difference***.

The Opportunity

Reporting directly to the Supervisor, Animal Services, this role is responsible to ensure the proper care of all animals in the custody of the Town and the cleanliness of the facility. This role is also responsible to monitor the welfare and behavior of the animals and ensure that all work-related policies and procedures are adhered to. As the Assistant, Animal Services, you will perform the following duties, including but not limited to:

- Comply with all department sanctioned business and project management practices, procedures, methodologies including tools and templates for assigned projects
- Ensure the kennel facilities are sterile and disinfected and maintain overall cleanliness of the facility
- Perform general housekeeping duties including laundry, clean and disinfect kennels and outdoor enclosures, cat cages, grooming area, kitchen, storage areas, washroom and office etc.
- Seasonal maintenance of outdoor areas including snow removal and salting of walkways, entrances and exits
- Feed animals, clean food bowls and litter boxes, refill water dishes, prepare food (including special diets) and hand feed animals if necessary
- Exercise and socialize dogs and cats

The Ideal Candidate

We are seeking an enthusiastic professional with a minimum education, training and/or knowledge in the above, normally acquired from a high school diploma. Our ideal candidate has a minimum 1 – 3 years related experience in an animal related field. The ideal candidate for this position is willing and able to receive regular anti-rabies vaccination and Tetanus vaccination.



6311 Old Church Road
Caledon, ON L7C 1J6
www.caledon.ca

T. 905.584.2272 | 1.888.225.3366 | F. 905.584.4542

The ideal candidate will have demonstrated the ability to make decisions involving routine tasks, within established procedures. We are seeking an individual with superior organizational skills, a demonstrated ability to work independently with complex tasks requiring some supervision, and excellent verbal and written communication skills with the ability to explain, clarify and persuade to gain approval.

The successful candidate must be able to work irregular hours, including weekends, evenings and holidays. This role consists of a schedule of 11:30 am to 7:00 pm and alternate weekends and holidays.

This position offers an hourly rate of \$19.04 per hour.

Satisfactory passing of a vulnerable sector check, valid driver's license with no more than 3 demerit points, daily access to a vehicle and proof of qualifications will be required of any successful candidate(s) for this position.

The Town is committed to diversity and inclusivity in employment and welcomes applications from qualified individuals of diverse backgrounds. The Town is an equal opportunity employer that is committed to an inclusive and barrier-free workplace. If your application requires accommodation, please contact People Services at (905) 584-2272 Ext. 4738.

*Applications for this posting will be accepted until **August 16, 2024, 12:00PM.***

How To Apply

To learn more about employment with the Town of Caledon and to apply for this exciting and challenging opportunity, visit: www.caledon.ca/careers

If needed and upon request, this document can be made available in an alternative format.



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