



100 John West Way
Aurora, Ontario
L4G 6J1
(905) 727-3123
aurora.ca

Town of Aurora

Employment Opportunity

Corporate Services

Division of Human Resources

Animal Services Officer

Employment Type: Contract, Part Time (12 months – up to December 31, 2025)

Location: Aurora, Ontario

Salary Range: \$45.69 to \$57.12 per hour

Closing Deadline: November 20, 2024

The Town of Aurora is located in the heart of York Region and just 30 kilometers north of Toronto. Our vision is to become a progressive community with a small-Town charm and our mission is to deliver exceptional services that make people proud to call Aurora home. Our workforce is talented, diverse, and committed to fostering a culture that exemplifies teamwork, embraces innovation, and values diversity, equity, and inclusion to achieve mission excellence. It is important that our workforce reflects the citizens we serve. Come join us at the Town of Aurora, “You’re in Good Company”.

Position Summary

Reporting to the Animal Services Supervisor, the Animal Services Officer is responsible for public education and enforcement of the Town’s Animal Control By-Law, proactive monitoring of parks and identifying infractions and compliance within the Town.

Responsibilities

- Enforce all municipal bylaws pertaining to the Animal Control Bylaw.
- Issue notices of violation, orders, and strong knowledge of the Provincial Offences Act; including the issuance of charges and search warrants.
- Familiarity with the Administrative Monetary Penalty System (AMPS) is an asset.
- Attends community events and participates in ongoing engagement and educational opportunities within the Town.
- Liaise with their Supervisor on common issues and new initiatives to ensure compliance with new legislation and enforcement policies and procedures.
- Contain and transfer found domestic animals to the local pound/shelter facility.
- Respond to sick / injured wildlife on both private and public property.
- Perform after-hours emergencies/on-call

Qualifications

- Minimum of four (4) years of related Animal Control/Enforcement experience, preferably in the public sector.
- Completion of a post-secondary education in Animal Sciences, Veterinary Sciences, or Law Enforcement would be considered a strong asset.
- Possess excellent interpersonal, investigative, detailed report writing, strong problem-solving, and organizational skills.
- Able to work independently as well as within a team and have the flexibility to adjust to changing environments.
- Ability to deal courteously and effectively with the general public, staff, other levels of government and elected officials.
- Must be able to exercise sound judgment in the field and under stress and provide service excellence in dealing with the public and animals is key.
- Working knowledge of MS Office Suite, Case Management System and the Internet.
- Must hold a valid Class “G” driver’s license and a reliable vehicle to use on Town business.
- Must be available to work minimum of 24 hours a week on varied shifts and flexible hours, including evenings, weekends and holidays. On-call and/or overtime may be required to fulfill the position. Additionally, the ability to lift and move animals or objects weighing up to 100 lbs is required.

Successful applicants to this position will be required to provide a **Police Criminal Record Check and Driver’s Abstract** that is satisfactory to the Town prior to their start date at the applicants’ own cost.

If you are interested in joining our dedicated team of municipal professionals, please visit our

Jobs - Town of Aurora page and apply to the position directly.

The Town of Aurora is an equal opportunity employer that is committed to an inclusive, barrier-free recruitment and selection processes and work environments. We are committed to recognizing and celebrating the diversity of opinion, talent and expertise that make each person unique. We thank all applicants and advise that only those selected for an interview will be contacted.

Applicant information is collected in accordance with the Municipal Freedom of Information and Protection of Privacy Act and will be used to determine qualifications for employment with the Town of Aurora. Questions about this collection of personal information should be directed to the Human Resources Division at 905-727-3123.