



*A progressive city of 187,800 people located just a short 30-minute drive from Toronto, the **City of Oshawa** is one of Canada's fastest growing communities that is exceptionally positioned to live, work, learn and invest. Its strategic pursuit of sustainable growth, excellent community service delivery and cooperative partnerships have enhanced its quality of life advantage, while maintaining a strong commitment to financial stewardship.*

**Job Title:** Temporary Full-Time Supervisor, Animal Services    **Posting Number:** 005209

**Branch:** Community & Environmental Services

**Location:** Farewell/Parks/Animal Services

**Posting Start Date:** 2025/02/10    **Posting End Date:** 2025/02/24 by 4:30p.m.

**Employment Group:** Exempt    **Salary Grade:** N-\$93,373 - \$109,852 per annum    **Standard**

**Weekly Hours of Work:** 36.25    **Shift Work Required:** No

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## **Job Description**

Reporting to the Manager, Animal Services, oversee the day to day operations related to animal shelter operations including supervision of staff and volunteers, supervision of animal flow including inventory, intake and outcomes. Working with the Manager to build relationships, work with community groups and agencies. The Supervisor will assist with adoptions, programming and handling of animals and ensure infection and disease control protocols are being followed.

## **Responsibilities:**

- Supervise and provide guidance to animal shelter staff, oversee training, and coordinate and assign work
- Ensure compliance with applicable legislation
- Work with the Manager, Animal Services to hire staff, monitor staff performance, and authorize vacation and absence requests
- Oversee programs including volunteer, foster, enrichment etc
- Organize and implement adoption events
- Respond to complaints and inquiries and look for opportunities for efficiencies and service level improvements

- Provide input to the Manager, Animal Services in development of the budget; draft and develop business plans, policies and procedures, goals and objectives
- General administrative and clerical support functions as needed
- In conjunction with the Manager, Animal Services, oversee social media platforms and ensure City standards and service levels are followed. Ensure social media schedule is completed and followed and the platforms are an active and positive representation of Animal Services
- Represent Manager, Animal Services at OACAC meetings as needed

**Requirements:**

- Knowledge and skills generally associated with the completion of a two (2) year post-secondary Office Administration and/or Veterinary Medical Office Administration program from a recognized community college, plus six (6) years of relevant animal shelter and/or municipal experience, three (3) of which are in a supervisory capacity; or have an equivalent combination of education and experience
- Proven supervisory skills and abilities in the Corporation's five leadership competencies: strategic thinking, effective communication, inspiring and motivating others, extending trust and engaging others and being decisive and accountable
- Adherence to and advanced knowledge of Responsible Pet Owners By-Law, Pounds Act, Animals for Research Act, General Fees and Charges By-law and other relevant legislation
- Excellent customer service, communication and complaint resolution skills to deal effectively with all internal and external customers on extremely sensitive and potentially controversial matters
- Proven knowledge and experience of recruitment of volunteers, motivational strategies, training techniques and practices, and promotional and marketing strategies
- Demonstrated ability and experience developing and drafting policies and procedures, business plans, goals and objectives
- Excellent interpersonal skills to deal effectively with volunteers, general public, elected officials, staff, clients, community groups and agencies
- Ability to work independently, quickly and competently in a multi-task environment with frequent interruptions. Possess personal qualities of maturity, tact, discretion and have a willing and co-operative attitude
- Established skills and experience in Microsoft Office applications and related software
- Physically fit and able to lift and move heavy items weighing up to approximately 80 lbs
- Ability to work irregular shifts, including evenings and weekends

- Willing to obtain yearly rabies pre-exposure vaccination and yearly twin-rix vaccination. Willing to obtain bi-annual titer check for level of rabies antibodies

Apply online: <https://oshawa.jobs.net/en-CA/search>

As a condition of employment, the City of Oshawa will require successful candidates to undergo a Criminal Records and Judicial Matters check and an employment medical.

**Please be advised that position location as noted is at the time of posting and is subject to change, as required due to operational needs.**

We would like to thank all applicants however, please note that only those selected to attend an interview will be contacted and all other applicants will be kept on file. Applicants are advised that written, oral and practical testing may form part of the selection process.

*The City of Oshawa is situated on lands and waters within the Williams Treaties Territory, home to seven First Nation communities of the Michi Saagiig and Chippewa Anishinaabeg, who have cared for and maintained these lands from time immemorial and continue to do so to present day. [Learn more](#)*

*We are an Equal Opportunity Employer in accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code (OHRC). The City of Oshawa promotes the principles of diversity, equity and inclusion and adheres to the tenets of the Canadian Human Rights Act and the Ontario Human Rights Code. The City of Oshawa encourages applications from women, Indigenous Peoples and persons of all cultures, ethnic origins, religions, abilities, ages, sexual orientations, and gender identities and expressions.*

*The City of Oshawa will provide accommodations throughout the recruitment and selection and/or assessment process to applicants with disabilities and/or needs related to the OHRC. If you require an accommodation during the recruitment process or assistance with the application process please contact Human Resource Services. Personal information provided is collected under the authority of The Municipal Freedom of Information and Protection of Privacy Act.*