

# Kenneling Attendant

Position ID: J0725-0185

Job Title: Kenneling Attendant

Job Type: Full Time

Department: Municipal Enforcement

Number Of Positions: 4

Min Salary: \$18.41/Hour

Max Salary: \$22.51/Hour

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As one of the fastest growing cities in Alberta, the City of Airdrie is a recognized leader in building a vibrant and sustainable community through innovation.

At the City of Airdrie, incredible opportunities happen every day in a flexible work environment that is tailored to each department. Our inclusive culture and values create a workplace where we welcome aspiring, driven and creative individuals to help us accomplish our business and community goals. We are supportive of one another, and we have fun while we serve our community. We are passionate about improving the lives of our residents through care and respect; that is the foundation of our organization. At the City of Airdrie, we learn, grow and accomplish great things together.

If you have a passion for building a better community and are ready to join the excitement, we'd love to hear from you!

## The Opportunity:

The Kenneling Attendant at the Airdrie Pound Facility is responsible for ensuring the well-being and care of animals housed at the facility. This role involves daily feeding, cleaning, and monitoring of animals, as well as providing enrichment activities to promote their health and happiness. The Kenneling Attendant also assists with the intake processes, ensuring a safe and clean environment for both animals and visitors.

We are looking to fill one full time, one part time and two casual positions.

Other responsibilities:

- Animal Care: Provide daily care for animals, including feeding, watering, and administering oral prescribed medications as needed.
- Cleaning and Sanitation: Maintain cleanliness of animal enclosures, kennels, and common areas by regularly cleaning and disinfecting.
- Health Monitoring: Observe and report any changes in animal behavior or health to the Animal Services Manager.
- Enrichment Activities: Implement and oversee enrichment activities to promote the physical and mental well-being of the animals, including walking and playing.
- Intake, Processing and Releasing: Assist with the intake of new animals, including health assessments, vaccinations, and documentation.
- Customer Service: Providing front counter service, including processing payments, answering inquiries, and public education.
- Stakeholder engagement: Work with RCMP, shelter services, Municipal Enforcement Officers, City of Airdrie employees and any other relevant organization.
- Record Keeping: Maintain accurate and up-to-date records of animal care, health, and behaviour.
- Safety Compliance: Ensure compliance with all relevant animal welfare regulations and guidelines to maintain a safe environment for animals and staff.

## You Bring:

- High School Diploma
- Secondary school with an animal background/focus would be considered an asset.
- Preference given to Veterinary Technician

- Certifications in the following would be considered an asset:
  - o Animal Care Certificate
  - o First Aid for Animals/Pet First Aid and CPR
  - o Animal Behaviour and Handling
- Previous experience in working with animals, such as animal shelters or animal care facilities.
- Strong customer service ability
- Empathetic and caring
- Passionate for animal welfare
- Exceptional organizational skills
- Ability to manage competing priorities
- Detail-oriented
- Excellent communicator
- Proactive & resourceful
- Ability to work in a fast paced environment
- Strong conflict resolution
- Perceptive & emotionally intelligent
- Positive representation of the department
- Exercise good judgement
- Independent & collaborative

### **We Offer:**

Full time and Part time:

Along with a competitive compensation program and City paid health and dental premiums, our employees also enjoy:

- Excellent health, dental, paramedical, and benefits plan
- First-in-class pension plan
- Career development and tuition reimbursement
- Employee discounts, annual adult Genesis Place pass, social events, and health & wellness initiatives

Continuous learning through training and development is encouraged as are flexible work arrangements, when possible. We recognize that our people work best when they feel engaged in their environment and appreciated for their efforts and our overall benefits package reflects that.

Casual:

Competitive compensation and the following benefits:

- Employee Assistance Program (EAP)
- Annual adult Genesis Place pass

We believe connection and culture are the keys to our customer service. We do this through continuous learning, regular team building, and organizational social events so all employees have the knowledge to provide excellence in service to our community.

### **Additional Information:**

Full time position is 40 hours per week. Part time position is 20 hours per week. Casual hours are to be determined.

- This job requires a comfort level in handling various types of animals
- There may be a need to handle and lift animals that weigh up to 120 lbs
- This job may require standing for longer periods of time
- This job will require moderate amounts of physical activity, including exposure to outdoors

### **Next Steps:**

Candidates are invited to apply online. We only accept resumes and additional application documents through our online recruitment system. In person applications, email or other online forms will not be considered.

Postings close at 9 p.m. on the closing date listed in the posting. We recommend applying as soon as possible as we are not able to accept late applications.

Please review the job competition carefully and be sure to attach any specifically requested documentation in the My Documents section of your application.

Interviewing and hiring may commence prior to the posted closing date.

Thank you for your interest in the City of Airdrie.