



*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.*

Vacancy: Temporary Part-Time Animal Care Attendant **Posting Number:** J0326-0202

Department: Community & Operations Services **Branch:** Community & Environmental Services

Location: Oshawa Animal Services

Posting Start Date: 2026/03/17 **Posting End Date:** 2026/03/25 by 4:30p.m.

Group: CUPE 251 **Salary Grade:** 4, \$31.76 - \$35.30 per hour

Standard Weekly Hours of Work: Up to 24 **Shift Work Required:** Yes

Job Description

Reporting to the Supervisor, Animal Services, the Animal Care Attendant will assist with animal care and maintenance of the City's animal shelter facility.

Responsibilities:

- Feed and provide enrichment to all animals housed in the Animal Shelter while completing daily monitoring forms for each animal
- Clean and disinfect the shelter premises and equipment, including laundry and dishes
- Identify potential health concerns and report them to the Animal Care Technician
- Provide customer service by assisting members of the public with animal adoptions and the retrieval of lost pets
- Perform general clerical and reception duties as needed
- Maintain general maintenance of the Animal Shelter, including storage and supply rooms; organize donations and food orders to ensure supplies are neat and easy to locate

- Conduct van runs to various locations such as Whitby, Oshawa, Bowmanville, or other required areas to transport animals for adoption, as well as daily trips to the veterinarian for appointments and surgery drop-offs
- Support Animal Care Technicians during microchip clinics
- Assist with setting up and attending events alongside Animal Care Technicians and/or Management
- Perform related duties as assigned
- Support and demonstrate the City of Oshawa core values of Authenticity, Courage and Trust

Requirements:

- Completion of Animal Care Aide certificate, or equivalent Animal Shelter course, plus a minimum of one (1) year related experience; or equivalent combination of formal education and relevant experience
- Veterinary Technician diploma would be considered an asset
- Excellent communication skills and ability to understand and follow oral and written instructions. Able to complete forms and records relevant to the job
- Excellent interpersonal skills; tact and courtesy to deal with the general public
- Able to work alone or with minimal supervision
- Personal qualities of reliability and co-operation
- Sound judgement and initiative relating to the need for attendance to matters outside normal working hours
- Able to climb, lift and move heavy items (80 lbs/approx. 36 kgs.)
- Capable of performing the work assigned in a safe manner
- Working knowledge of and ability to apply relevant safety policies, standards and legislation (Ontario Occupational Health and Safety Act)
- First Aid and WHMIS training are assets
- Willing to obtain rabies pre-exposure vaccination and yearly twin-rix vaccination
- Willing to obtain bi-annual titer check for level of rabies antibodies

- Possess and maintain an Ontario Driver's Licence (minimum Class "G") in good standing and be able to pass the City's tests for motor vehicle operation
- Established skills and experience in Microsoft Office applications and related software
- Shift work, including weekends is required

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.

Applicants who are currently employed by the City of Oshawa are asked to clearly indicate their status as an internal applicant in their application. Please ensure that you check your email regularly to receive any correspondence.

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.