



*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: Regular Full-Time Animal Care Attendant

Posting Number: J0426-0482

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

Location: Oshawa Animal Services

Posting Start Date: 2026/05/06 **Posting End Date:** 2026/05/14 by 4:30p.m.

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

Standard Weekly Hours of Work: 40.00 **Shift Work Required:** Yes

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 shelter while completing daily monitoring forms
- Clean and disinfect the shelter premises and equipment, including laundry and dishes
- Provide support and assistance to the Animal Care Technicians
- Provide customer service by assisting members of the public with adoptions, lost pets, and general inquiries
- Perform clerical and reception duties, including answering phones and data entry

- Maintain general maintenance of the shelter, including storage and supply rooms, donations and food orders
- Conduct van runs to transport animals for adoption, as well as daily trips to the veterinarian for appointments and surgery drop-offs
- Assist with event setup, coordination, and takedown for shelter programs and outreach initiatives
- 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 six (6) months related experience; or equivalent combination of formal education and relevant experience
- Veterinary Technician diploma considered an asset
- Direct animal handling experience with various species
- Excellent communication skills and ability to understand and follow oral and written instructions, and complete required forms and records
- Strong interpersonal skills; tact and courtesy to deal with the general public
- Able to work independently or with minimal supervision
- Demonstrated reliability, cooperation, sound judgment, and initiative, including responding 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

- Possession and maintenance of a valid Ontario Driver's Licence, in good standing (minimum Class “G”), a driver’s abstract showing no demerit points, and the ability to pass the Corporation'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.

What the City Offers:

- Competitive salary
- Comprehensive benefits package
- Pension (OMERS)
- Professional development opportunities and/or education reimbursement
- Paid professional association membership for certification maintenance
- Free on-site parking
- Hybrid work
- Employee perks and wellness programming

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.

Apply Online: <https://www.oshawa.ca/city-hall/careers/>

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.