

CITY OF HAMILTON

PLANNING & ECONOMIC DEVELOPMENT DEPARTMENT

(LICENSING & BYLAW SERVICES DIVISION – ANIMAL SERVICES - LOCATION - 247 DARTNALL ROAD)

ANIMAL CONTROL OFFICER - CUPE 5167

SUMMARY OF DUTIES

Reporting to the Supervisor, Municipal Law Enforcement is responsible for the enforcement of Municipal and Provincial animal control by-laws. Receives, investigates, reviews and resolves complaints.

GENERAL DUTIES

Investigate and enforce Municipal By-laws under Parts I and III of the Provincial Offences Act, respecting dog control and licensing, animal control and various parks regulations.

Investigate and resolve animal related complaints.

Gather evidence and prepare written reports for pending court cases.

Prepare notes and gather evidence to support charges.

Attend at court regarding by-law enforcement.

Provide routine patrolling of districts.

Enforce provisions of the Dog Owners Liability Act.

Issue warnings, orders to comply, notices of offence and summonses to appear.

Receive and resolve all complaints respecting stray, domestic and wildlife, including the impounding of healthy animals and removal of injured and dead animals from municipal property, highways and private lands and the investigation of animal attack complaints.

Rescue animals in distress or at risk and take custody of animals being surrendered by their owners.

Issue dog licences as required.

Pick up injured or sick animals and transport to veterinarian if necessary.

Assist Police, Fire, Community Services, SPCA Cruelty Investigators and local Veterinarians as required.

Report suspected child abuse to the Children's Aid Society.

Return impounded animals to owners or to shelter.

Complete animal control reports.

Complete vehicle operating reports.

Input information of all animals brought to the shelter into the database.

Prepare daily officer reports.

Perform general shelter duties as required.

Cadaver removal (if applicable).

Mediate neighbourhood disputes, utilizing a public relations/education model.

Investigate the destruction of livestock and determine the cause of death as a Livestock Valuer.

Perform emergency euthanasia on both domestic animals and wildlife.

Perform routine maintenance on animal control vehicles and equipment. Maintain a clean vehicle and equipment while on duty.

Perform other duties as assigned which are directly related to the major responsibilities of the job.

Work in accordance with the provisions of applicable Health and Safety legislation and all City of Hamilton corporate and departmental policies and procedures related to Occupational Health and Safety.

QUALIFICATIONS

1. Previous bylaw enforcement experience normally acquired by a combination of education and related work experience.
2. Previous relevant work experience handling / dealing with animals (all types and breeds).
3. Demonstrated ability to investigate infractions and to make sound decisions whether to issue courtesy warnings or notices where by-laws have been breached.
4. Knowledge of Provincial Offences Act respecting Animal Control and Licensing.
5. Ability to lift loads up to 75 pounds.
6. Ability to engage and apprehend potentially dangerous animals including dogs, snakes, bats.
7. Must experience no allergic reactions to animals.
8. Ability to work with a minimum of supervision.
9. Demonstrate good driving habits with a clean driving record.
10. Experience in a computerized environment. Working knowledge of Microsoft Office (Word, Excel, and Outlook) and database software. Able to input, retrieve and manipulate data at an acceptable speed.
11. Demonstrated ability to conduct investigations.
12. Demonstrated ability to prepare written reports, briefs, evidence and documents.
13. Demonstrated ability to identify breeds of animals.
14. Ability to communicate effectively, both verbally and in writing.
15. Excellent people skills with an emphasis on customer service.

Notes:

Must possess and maintain a valid Class "G" Driver's License in the Province of Ontario and a point-free driving record and/or record found satisfactory to the City of Hamilton and proof thereof is required after hire.

As a condition of employment, the successful applicant(s) will be required to obtain a Criminal Reference Check, at their expense, prior to beginning work in this position.

THE INCUMBENT SHALL COMPLY WITH ALL HEALTH AND SAFETY POLICIES AND PRACTICES FOR THIS POSITION AND THE WORKPLACE.
