

CITY OF HAMILTON**PLANNING & DEVELOPMENT DEPARTMENT**
(LICENSING & BY-LAW SERVICES- ANIMAL CONTROL - LOCATION - 247 DARTNALL ROAD)**SHELTER ASSISTANT C.U.P.E. LOCAL 5167****Job Summary:**

Reporting to the Supervisor, Animal Services. Duties include assisting the Shelter with general work-related tasks including general assistance to Animal Care Staff. Responsible for all facets of shelter facility upkeep including the safety and maintenance of shelter(s)/grounds as well as recognizing when maintenance issues must be referred to facilities/contractors for proper assessment and correction. Assists in ensuring the shelter operations meet all codes and regulations.

General Duties:

Performs routine maintenance and repairs to shelter equipment including traps, catch poles and other sector related equipment.

Performs non-routine grounds-keeping and property maintenance services.

Operates Snow blower, use of tools.

Inspects and performs routine maintenance and repairs to the interior and exterior of the buildings, including administrative and animal kenneling areas. Ensures adherence to Health and Safety requirements. Ensures maintenance is conducive to animal health and is in compliance with Animal For Research Act facility requirements.

Consulting management and RVT/animal care staff on ensuring planning, use and repairs of animal housing areas are meeting acceptable Shelter Standards (ASV Guidelines).

Assists with data and information collection on shelter initiatives that impacts animal flow in the facility and reports findings to management.

Attention to detail of facility operations. inspection and actioning shelter/sector needs including, laundering equipment, indoor and outdoor animal holding spaces, the air exchange system and the pressure washing systems.

Completes daily, weekly and monthly checklists on building equipment and maintenance procedures, and maintains records of scheduled maintenance

Responsible for the inspection and cleaning of all animal freezers on a scheduled basis. Arranges for repair or collection from as required.

Liaises with Facilities, other maintenance, repair, cadaver vendors and contractors to define specifications, secure quotes and oversee execution of services. Provides assistance as required.

Maintains a clean, organized and safe supply/storage room(s).

Orders animal food and animal operational supplies as required.

Receive orders, on site or collect off site, unpack and verify against packing slip/invoice.

Stock items ordered. Complete inventory control.

Assists Animal Care team with animal operational needs including movement of all animals including strong, large, difficult animals in a safe manner, assists in the performance of veterinarian/RVT euthanasia activities and subsequently prepares the cadavers for disposal. Assists RVT with disease surveillance samples coordination with MNRF and other partners.

Assists facilitating the transport of animals to and from veterinarian clinics.

Assists with Health and Safety coordination. Participation in development, review and implement and maintain safe work practices, routine inspections.

Assists with shelter events organization on or off site, attending, transport, set up and take down equipment for shelter events.

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

Qualifications

1. Previous experience related to the safe handling of animals, demonstrated understanding of animal behaviour normally acquired by way of education and/or work experience.
2. Knowledge or understanding of the Animals For Research Act.
3. Knowledge or understanding of the Standards of Care in Animal Shelters (ASV Guidelines) Capacity for Care and the Five Freedoms of Animal Welfare are considered an asset.
4. Knowledge and experience with building maintenance with a demonstrated ability to perform routine maintenance and repairs to interior and exterior buildings.
5. Demonstrated experience in an animal shelter.
6. Knowledge and experience communicating and effective liaison for coordination of facility maintenance needs and outside stakeholders such as Public Health, MNRF, OMAFRA.
7. Ability to work with a minimum of supervision.
8. Demonstrated ability to lift to 75 pounds.
9. Must possess the physical strength to perform duties, flexible, reliable and demonstrated ability to work independently.
10. Must be able to understand and follow written/verbal instructions in performing a variety of tasks within the shelter.
11. Ability to operate tools in a safe manner.
12. Knowledge of relevant legislation such as Occupational Health and Safety Act and Regulations including WHMIS legislation – with a solid understanding of the use and

- handling of cleaning chemicals.
13. Must experience no allergic reactions to animals, water or chemicals utilized.
 14. Must have an understanding and willingness to work with potentially dangerous animals, wildlife, reptiles and livestock that may enter the shelter.
 15. Valid Class "G" driver's license.
 16. Demonstrated effective communications utilizing a public relations/education model for strong community building and for establishing relationships with vendors and contractors.
 17. Previous experience in a computerized environment. Windows Office XP (word, outlook) Hansen would be an considered an asset.

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