



Animal Control Officer

Reporting to the Chief Administrative Officer (CAO), the Animal Control Officer (ACO) is responsible for implementing animal control activities as per all relevant by-laws, regulations and policies.

Responsibilities:

- Conducts and oversees complex sensitive and confidential investigations relating to RM of De Salaberry relevant by-laws, regulations and policies
- Enforces the provisions of RM of De Salaberry relevant by-laws, regulations and policies
- Provides humane and skilled capture, handling and restraint of dogs or other animals, transports animals safely to shelters or other locations including sick and injured animals, and animals that present a risk to public safety
- Apprehends and confines at the pound, any dog found running at large that are contrary to the provisions of any RM of De Salaberry by-laws, regulations and policies
- Provides care of animals in custody, including feeding/watering, and observing and reporting health and behaviour conditions
- Conducts objective, fair, thorough, unbiased and timely investigations and gathers evidence, review files and gathers necessary information to identify relevant issues
- Communicates with complainants and conducts interviews and inspections to gather evidence using a variety of techniques and records statements
- Analyzes all evidence and findings collected during an investigation, recommends appropriate steps after the investigation, including identification and analysis of any legal/regulatory issues and identifies potential investigative barriers and recommends solutions
- Writes detailed, high-quality reports and correspondence setting out facts of a case cogently, objectively and accurately and in appropriate detail.
- Assesses current cases for potential early or alternative resolution and takes appropriate steps to facilitate resolution
- Oversees, maintains and closes assigned files in accordance with organizational standards, including meeting established timelines and deadlines
- Establishes good working relationships with all stake holders including complainants and owners
- Shares relevant information with other investigators
- Exercises independent judgement in the field, consults with manager for guidance where appropriate
- Performs work in a safe, efficient and courteous manner

Qualifications/Skills necessary for the position:

- 5 years experience as an Animal Control Officer or other relevant position (preferred)
- Knowledge of by-laws, regulations and policies
- Advanced skills in animal control

- Ability to think creatively, develop innovative approaches to challenges and make difficult decisions if necessary.
- Ability to work independently, collaboratively and with complex and varied work loads and environments.
- Ability to communicate effectively, orally and in writing (English and French preferred).
- Knowledge of current standards, policies, procedures, legislation and trends affecting animal control
- Reasonable knowledge of basic office computer operations, such as word processing, spreadsheets, email, databases, etc.
- Valid Class 5 MB Drivers License and access to a personal or professional vehicle.

Interested candidates are requested to submit a resume (via-fax, email, or mail) to the RM of De Salaberry as soon as possible. Only the successful candidates will be contacted. Please indicate "Animal Control Officer" on your resume cover.

Only those considered for employment will be contacted.

Apply to:

RM of De Salaberry
Attention CAO Denise Parent
Box 40
St. Pierre-Jolys, MB R0A 1V0
Email: info@rmdesalaberry.mb.ca
Fax: 204-433-7063