



## **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](mailto:info@rmdesalaberry.mb.ca)  
Fax: 204-433-7063