



VILLAGE OF VALEMOUNT

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ANIMAL CONTROL OFFICER CONTRACT POSTING

The Village of Valemount has an opportunity for a part time contract position for Animal Control Officer. This position will work under the direction of the Bylaw Enforcement Supervisor as they provide animal control services to the Village of Valemount. The contractor shall be available seven (7) days a week, on-call, between the hours of 8:30 am and 6:00 pm, to receive and respond to calls from members of the public and the Village. This position will be for a three-year term, with the option to renew for an additional two years. Please visit the Village's website, www.valemount.ca, for additional information.

Job Duties include, but are not limited to:

- Answering and responding to phone calls from the public and the Village relevant to Animal Control Services;
- Providing a vehicle for the use of responding to animal control service calls and transporting animals in a safe and humane manner;
- Receiving and investigating complaints from the public and from the Village;
- Communicating to the *Bylaw Administrative Coordinator* details and digital pictures of any impounded animals in order to facilitate their timely return to their owner;
- Taking appropriate and authorized enforcement measures, under the consultation and direction of the *Bylaw Enforcement Supervisor*;
- Gathering of evidence for the use of the *Bylaw Enforcement Supervisor* including but not limited to: written notes, affidavits, audio recordings and time stamped digital photographs;
- Communicating with the public in a respectful manner and resolving disputes with enforcement measures being the last resort;
- Operating and maintaining the *Pound* in a manner consistent with the *A Code of Practice for Canadian Kennel Operations* [Third edition 2018];
- Complying with all applicable local, provincial and federal regulations or guidelines relating to the proper and humane treatment of animals;

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- Utilizing various sized humane animal traps to trap problem animals that cannot be caught by any other manner, and to monitor those traps frequently to ensure captured animals are not unduly stressed;
- Keeping the *Pound* and all equipment in sanitary, good working order;
- Referring any animals that require euthanasia to a qualified veterinarian;
- Before considering euthanasia for an animal that has been surrendered, explore avenues for that animal to be adopted by contacting the BC SPCA North Cariboo Chapter and the Robson Valley Spay and Neuter Society;
- Directing members of the public requiring animal licenses and pound fees to the Village Office, during *Village hours*, and to follow up with the member of the public within fourteen (14) days to ensure animal licenses have been obtained;
- Working collaboratively with *Bylaw Administrative Coordinator* and the Robson Valley Spay and Neuter Society to educate the public on matters relevant to animal control;
- Maintaining a record of activities and providing reports; and
- Performing such other reasonable services as the Village may require from time to time

Compensation

- \$15,000 per year via contract
(Village will not be responsible for other mandatory employment related costs)
- Cell phone to be provided by the Village of Valemount
- Liability insurance costs to be reimbursed by the Village of Valemount
- All animal control equipment and supplies provided by the Village of Valemount

Essential Qualifications

- Valid BC Drivers License, Class 5
- Drivers Abstract
- Criminal Record Check
- Ability to work unsupervised
- Physically fit

Education

- Completion of Grade 12 or an equivalent GED
- Within the first year of the term of this agreement, will enroll and complete Introduction to Animal Control as offered online through Langara College (or equivalent as deemed by the Chief Administrative Officer). Upon proof of successful completion of the above training the Village shall reimburse the Contractor for the cost of enrollment and tuition. Further coverage of training costs of the Contractor may be considered by the Village in subsequent years within the term of this agreement and will be at the sole discretion of the Chief Administrative Officer.

Important Dates

(Please note that only those short listed for an interview will be contacted by December 18, 2020)

- Application Deadline December 14, 2020 @ 12:00 pm
- Notification of Interview December 18, 2020
- Interview Dates January 11 & 12, 2021
- Selected Candidate notified January 18, 2021
- Start Date February 1, 2021

Please submit resumes to:

Village of Valemount
ATT: Animal Control Officer Contract Posting
Pox Box 168
Valemount, BC V0E 2Z0
Email: jobs@valemount.ca