



CITY OF  
PRINCE GEORGE

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# JOB DESCRIPTION

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<b><u>JOB TITLE:</u></b>	<b>ANIMAL CONTROL OFFICER</b>	<b><u>SCHEDULE:</u></b>	<b>B</b>
<b><u>DIVISION:</u></b>	<b>BYLAW SERVICES</b>	<b><u>PAYGRADE:</u></b>	<b>9</b>
<b><u>DEPARTMENT:</u></b>	<b>PUBLIC SAFETY</b>		

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## **JOB SUMMARY:**

Under general supervision, the incumbent is responsible for ensuring compliance with various animal-related bylaws. The work involves receiving and investigating animal related complaints; applying and explaining requirements of such bylaws; taking action to achieve compliance of violators including verbal and/or written notice or action authorized by the bylaw including laying charges by summons, bylaw notices, or injunction; and preparing and maintaining reports and records as required. The incumbent also patrols various parks and trails and ensures corrective action is taken for any animal-related bylaw infractions. Animal Control Officers liaise with various departments within the Municipality, RCMP, SPCA and Provincial Government departments. Performs related duties.

This is a physically strenuous position with frequent potential for physical threat and/or injury. The incumbent is required to work outside in all weather conditions and outside of traditional office hours. Work is subject to Schedule D hours of work and the incumbent must be available for stand-by call-outs after hours and on weekends.

## **MAJOR RESPONSIBILITIES:**

**Under the general supervision of the Supervisor, Bylaw Services:**

### **Ensures compliance with the animal control regulation by:**

- receiving, attending and investigating complaints from the general public regarding alleged animal-related bylaw infractions;
- patrolling the City in an attempt to detect animal-related bylaw infractions;
- performing physical patrols of parks and trails and ensuring animal control regulations are being adhered to by users;
- apprehending and transporting animals to the SPCA;
- picking up dead animals and transporting them to the SPCA for disposal;
- ensuring compliance with the dog licensing provisions of the Responsible Animal Ownership Bylaw;
- bringing to the attention of animal-related bylaw violators, by written notice or verbal communication, the nature of the offence to gain compliance with such bylaws
- taking such action as may be authorized within the bylaws of the City to gain compliance;
- furthering public education and awareness by providing information concerning responsible animal ownership rules and regulations to the public and directing queries where appropriate;

- initiating and preparing the necessary court documents and files for prosecutions of animal-related bylaw infractions;
- prepare and properly serve Bylaw Offence Notices, Subpoena to Witnesses and Summonses to Court;
- preparing, researching, laying charges and giving evidence in court and adjudication hearings related to the Responsible Animal Ownership, Noise, and Zoning Bylaws;
- receiving and handling general inquiries regarding animal-control bylaws;
- interpreting and explaining such bylaws and regulations to concerned parties;
- liaising with the RCMP and other departments within the City, as well as provincial government departments, regarding the enforcement of responsible animal ownership regulations within their jurisdiction;
- performing related duties as required.

### **QUALIFICATIONS:**

**Education:** High school graduation. Completion of the Bylaw Enforcement and Investigative Skills Certificate Program, Level 1, through the Justice Institute of BC is considered an asset. The incumbent is expected to complete the Animal Control Basic Training On-Line Certificate Program from Langara College within one year of hire.

**Experience:** A minimum of one-year of experience in a regulatory environment and demonstrated experience in investigative and enforcement work. Experience handling and apprehending potentially aggressive and/or dangerous animals would be an asset.

**Knowledge and Skills:** Ability to handle and apprehend aggressive, wild or injured animals with a minimum of personal risk. Reasonable knowledge of the principles, methods and equipment used in the care and handling of injured, aggressive and stray animals. Considerable knowledge of appropriate bylaws, legislation and regulations. Considerable tact, diplomacy and persuasive ability in dealing with the general public. Ability to display mature and sound judgment in deciding appropriate course of action, often in difficult situations. Ability to effectively and rationally deal with verbally abusive or hostile individuals. Ability to establish and maintain cooperative working relationships with other City employees and members of the RCMP and the SPCA. Ability to exercise a high degree of tact and sound judgment when dealing with other City employees and representatives of regulatory agencies. Ability to communicate effectively, in the English language, both orally and in writing. Ability to comprehend and follow verbal instructions and establish written operational policies and procedures. Ability to work within a proactive team environment. Exceptional ability to self motivate and to function with minimum direction and supervision. Strong time management and organizational skills. Must have good health and sufficient stamina to perform required duties. Knowledge of City streets and areas desirable. Computer skills in a Windows-based environment. Knowledge of WorkSafe BC regulations, occupational hazards and safe work procedures as it relates to the position, including but not limited to: bullying and harassment, working alone and other significant hazards.

Valid BC Driver's License:	Yes. Valid BC driver's license, full privilege Class 5.
Vehicle Usage:	Yes. City owned vehicle. Clean Driver's Abstract.
Police Information Check:	Yes. As a condition of employment, must be able to obtain and maintain a clear Police Information Check for offenses related to the position.

**Prepared by: Manager, Bylaw**  
**Date Prepared: March 2009**  
**Date Revised: January 2020**  
**Revised by: F. Crittenden, Manager of Bylaw Services**  
**Date Revised: July 2021**  
**Revised by: Charlotte Peters, Lesley Hemsall**