

Employment Opportunity

The City of Pickering is committed to creating an equitable, diverse and inclusive workplace and strives to foster a sense of belonging, empowerment and respect among all employees and community members. We recognize and value that diverse perspectives, skills, backgrounds, and lived experiences contribute to the growth and strength of our organization and community. As such, we welcome and encourage applications from Indigenous Peoples and equity-deserving communities including women, persons with disabilities, racialized persons, persons who identify as 2SLGBTQI+, and other diverse communities.

Animal Shelter Attendant **(Permanent Part-Time, \$25.38/hr - \$28.20/hr)**

The incumbent will handle, care for and monitor the health and behaviour of animals housed at the City's animal shelter. Administrative duties include updating electronic databases, animal licensing, uploading information to the City website, maintaining records of animal intake, claims, adoptions, etc. including processing payments

Successful applicants will possess the following:

- Successful completion of post-secondary diploma in Veterinary or Animal Health Technology or a related field, or any combination of education, workplace training and experience deemed to be acceptable by the Corporation.
- One year of experience in a similar field working directly with animals.
- Above average communication (verbal & written), interpersonal, customer service, organizational, problem solving and conflict resolution skills.
- Demonstrated ability to interpret various provincial and local government legislation, regulations and policies as they relate to animal services.
- Ability to humanely handle animals.
- Must already be immunized against rabies and have a yearly titer to determine immunity level and if needed, receive follow up vaccination.
- Demonstrate ability to work independently and achieve objectives under own initiative.
- Demonstrable knowledge of MS Office software products with the following skill levels required:
 - MS Word – Advanced
 - MS Excel – Intermediate
 - MS PowerPoint – Beginner
 - MS Outlook – Advanced
- Must be medically and physically fit to perform the duties of this position.
- A valid "G" class driver's licence is required. Consent to obtain a driver's abstract from the Ministry of Transportation is mandatory. A clean driving record is preferred.
- Must be prepared to undergo a Criminal Reference Check as a condition of employment.

Qualified candidates may complete an [online application form](#) or submit a detailed resume and cover letter by no later than 12:00 noon (Eastern Standard Time) on Tuesday, September 27, 2022 to:

Human Resources Associate
Human Resources Department
One The Esplanade
Pickering, ON L1V 6K7

By Email: hr@pickering.ca
By Fax: 905.420.4638
Online: [pickering.ca/employment](https://www.pickering.ca/employment)

We thank all applicants for their interest, however, only those selected for an interview will be contacted. In accordance with the *Municipal Freedom of Information and Protection of Privacy Act*, personal information is collected under the authority of the *Municipal Act* and is used for the purpose of candidate selection.

The City of Pickering is committed to inclusive and barrier-free employment practices, and to creating a workplace that reflects and supports the diversity of the community we serve. In accordance with the *AODA Act*, accommodations will be provided throughout the recruitment process where required. Documents can be made available in alternate formats upon request. All employees are governed by the City's Mandatory Vaccination Procedure.

Qualified candidates may complete an [online application form](#) or submit a detailed resume and cover letter by no later than 12:00 noon (Eastern Standard Time) on Tuesday, September 13, 2022 to:

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An Equal Opportunity Employer   