

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 Services Field Student **April – October 1, 2026**

Department:	Corporate Services
Classification:	Term
Affiliation:	CUPE Local 129
Vacancy Reason:	Existing
Shift/Hours:	Monday – Sunday <30 per week
Salary Range:	\$30.86/hour
Work Location:	1688 ON-7, Pickering, ON L1Y 0A7
Date Posted:	Thursday, March 5, 2026
Deadline to Apply:	Thursday, March 12, 2026

Job Summary

The City of Pickering is seeking a dedicated and motivated individual to join our team in the role of Animal Services Field Student.

The successful incumbent enforces municipal regulatory by-laws associated with animal services as assigned, including the Responsible Pet Ownership By-law and Parks By-law. The incumbent regularly patrols the municipality responding to calls and complaints regarding domestic animals at large and sick/injured domestic animals or wildlife.

The incumbent will assist with the daily care for animals housed at the City's animal shelter. Administrative duties include updating electronic databases, animal licensing, uploading information to the City website, keeping records of animal intake, claims, adoptions, etc.

Primary Responsibilities

- Provides information to the public regarding by-law compliance and Animal Services field response. Under direction issues notices or information cards.
- Documents all pertinent facts and information involved in investigations, including using notebook entries and photographs.
- Provides humane and skilled capture, handling and restraint of domestic animals and wildlife, including sick and injured, both in the shelter and in the field/community.
- Transports animals from animal services vehicle to shelter or to other locations as directed.
- Removes animal carcasses/remains from municipal roadways, transporting same to designated facility.
- Assists with the daily care of animals in custody including feeding, watering, grooming, cleaning cages and runs, etc. and observing and reporting health and behaviour conditions
- Performs various shelter housekeeping and cleaning duties including, but not limited to, mopping floors, cleaning windows, washing dishes, laundry, garbage and recycling, cleaning up yard waste, etc.
- Performs administrative duties including compiling and processing of computer data, animal licence registrations, recording of impounded animals, animals claimed, adoptions and handling of payments
- Provides on-call coverage during off duty hours as scheduled.

Additional secondary responsibilities may apply and will be outlined in the Job Description, which will be provided to candidates selected for an interview.

Education and Experience

- Currently enrolled in a full-time post-secondary or other educational program in a related field and be returning in a full-time capacity in the following academic year.
- Must be willing to be immunized against rabies or if previously vaccinated, provide proof of acceptable immunity levels.

- Four to six months' experience handling various types of domestic animals and in customer service dealing directly with the public.
- Animal Shelter experience is preferred.

Knowledge, Skills and Abilities

- Good communication (verbal & written), interpersonal, customer service, organizational, problem solving and conflict resolution skills.
- Ability to humanely handle animals.
- Demonstrable ability to work independently and achieve objectives under own initiative.
- Must be medically and physically fit to perform the duties of this position.
- Demonstrated proficiency in the use of personal computers and Windows based computer applications.
- Must be prepared to undergo a Criminal Reference Check as a condition of employment.
- Must possess a valid Class "G" Ontario Driver's License and provide consent to conduct a Driver's Abstract through the Ministry of Transportation. A clean driving record is preferred.

Qualified candidates may complete an **online application form** where you will be required to upload your resume and cover letter (PDFs only). 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. Accommodations are available throughout the recruitment process in accordance with the *Accessibility for Ontarians with Disabilities Act*. Accessible formats and supports can be requested. For assistance, please contact the Human Resources Department at 905.420.4627 or hr@pickering.ca.

Pickering: A complete, world-class city... inclusive, connected, caring and prosperous.

