



**JOB SUMMARY**

Reporting to the Bylaw Enforcement Officer, the Dog Control Officer is responsible for applying and enforcing the Regional District’s Dog Control Bylaw. This position will respond to public complaints regarding aggressive, at large or barking dogs, while ensuring a focus on animal welfare and public safety. The Dog Control Officer also acts as an ambassador to educate the public with respect to dog regulations.

**DUTIES / RESPONSIBILITIES**

- Ensures complaints from the public are handled expediently and follows up as necessary
- Maintains appropriate documentation of all calls and dog control activities
- Handles dogs humanely and with due care with a focus on animal welfare and public and personal safety
- Patrols parks, trails and public spaces
- Performs pound keeper duties, ensuring dogs in care are provided with adequate food, water, shelter, and exercise
- Operates and maintains a vehicle and job related safety equipment
- Investigates alleged violations of dog control bylaws, encourages compliance and issues tickets as deemed appropriate
- Assists the Bylaw Enforcement Officer with bylaw enforcement matters
- Maintains harmonious working relationships with staff, elected officials, members of the business community and the general public
- Completes work in compliance with safety policies and WorkSafeBC regulations
- Undertakes emergency training and assists as directed in supporting the Regional District's emergency response mandate. Duties assigned during an emergency may differ from regular duties
- Performs other duties as may be assigned from time to time

**SUPERVISION RECEIVED AND EXERCISED**

Immediate Supervisor:	Bylaw Enforcement Officer
Positions directly supervised:	N/A
This position is responsible for:	
<input type="checkbox"/> Assigning work	<input type="checkbox"/> Reviewing work
<input type="checkbox"/> Evaluating work	<input type="checkbox"/> Disciplining employees
<input checked="" type="checkbox"/> Not applicable	

**KNOWLEDGE, ABILITIES AND SKILLS REQUIRED**

<b>Education:</b>	<ul style="list-style-type: none"> <li>▪ High school graduation</li> <li>▪ Completion of Bylaw Compliance, Enforcement &amp; Investigative Skills Level 1, supplemented with the completion of animal control courses</li> </ul>
<b>Experience:</b>	<ul style="list-style-type: none"> <li>▪ One year of experience as a Dog Control Officer or a related field</li> </ul>
<b>Licenses / Certificates / Registrations:</b>	<ul style="list-style-type: none"> <li>▪ Valid Class 5 BC Driver's License</li> <li>▪ First Aid Level 1</li> <li>▪ Police Information Check with Vulnerable Sector Screening</li> </ul>
<b>Specific Skills:</b>	<ul style="list-style-type: none"> <li>▪ Demonstrated skills in dealing with and handling dogs</li> <li>▪ Excellent communication and conflict resolution skills</li> <li>▪ Physically fit and able to lift, pull, and push heavy objects, as well as handle aggressive dogs</li> <li>▪ Strong knowledge of the Dog Control Bylaw and associated bylaws regulating dogs</li> <li>▪ Ability to operate tools and equipment used in dog handling</li> <li>▪ Ability to deal effectively with the public, coworkers, municipal partners, and government agencies with tact and diplomacy</li> <li>▪ Ability to work with limited supervision, requiring independence and initiative</li> <li>▪ Proficient in the use of Microsoft Office Suite of products (Word, Excel, Outlook)</li> </ul>
<b>Special Requirements:</b>	<ul style="list-style-type: none"> <li>▪ Will be required to work weekends and statutory holidays with variable shift lengths</li> <li>▪ Must be able to work outdoors in variable weather conditions</li> <li>▪ Will be required to sign an Averaging Agreement as outlined in Section 37 of the <i>Employment Standards Act</i></li> </ul>

**CLASSIFICATION**

Wage Level 7

**JOB DESCRIPTION**

Effective date: October 12, 2022