

Municipal Law Enforcement Officer – Animal Services (Job # 2025-046-IE)

Department:	Corporate Services
Status:	Full Time, Permanent
Date Posted:	March 24, 2025
Date Closing:	April 7, 2025, 4:00 p.m.
Number of Positions:	1
Scheduled Hours/Shifts:	35 hours per week
Salary:	\$76,875.84 - \$93, 531.21
Flexible Working Arrangements:	No

WHY Stouffville:

Working for the Town of Stouffville means being a part of one of HRD Canada's Best Places to Work. Here, we foster a sense of belonging as a tightknit workforce. The Town is dedicated to supporting its employees, by providing competitive compensation, OMERS Pension, employer funded benefits, paid vacation, sick time, EAP and flexible work arrangements, to help you prioritize what matters most.

The Town of Whitchurch-Stouffville is committed to fostering a safe and welcoming community for all residents, businesses, and visitors. As a Municipal Law Enforcement Officer – Animal Services, you will play a crucial role in upholding our values and ensuring the well-being of our community's animals. You will be responsible for administering, maintaining, and interpreting all Municipal By-laws and provincial legislation relating to Animal Control. Your work will directly contribute to the safety and harmony of our community.

We are committed to being an equal opportunity employer, supportive of an inclusive, barrier-free recruitment and selection process and as we grow, it's important that our workforce reflects the citizens we serve. At the Town, we respect, encourage, and celebrate our diversity. If contacted for an employment opportunity, please advise if you require accommodation.

Position Purpose:

Under the direction of the Supervisor, Animal Services, the Municipal Law Enforcement Officer – Animal Services is responsible for administering, maintaining, and interpreting the Animal Services By-law, ensuring compliance, as well as other Municipal By-laws and provincial legislation relating to Animal Control for the Town of Whitchurch-Stouffville. The incumbent will assist with public relations activities, attend court to support charges laid, preserve public health and safety by removing vicious, diseased, and/or deceased animals, humane capture and impounding of animals found at large within the municipality. See job description for the full position responsibilities.

Qualifications and Requirements:

- Minimum of two (2) years related animal handling experience and behavioral.
- Thorough knowledge of the Dog Owners Liability Act, Provincial Offences Act, Municipal Act, and other pertinent legislation related to animal control, municipal law enforcement, and processes and practices including court documentation and proceedings.
- Excellent organizational skills.
- Proven investigative and report writing skills, verbal communication and presentation skills.
- Advanced interpersonal skills, with ability to interact effectively with all municipal staff, elected officials, residents and businesses.

- Problem-solving skills, discretion and good judgement when handling confidential/sensitive information and communicating with individuals regarding controversial matters; sensitivity and ability to maintain security of files.
- Able to wear the required personal protective equipment.
- Class “G” driver’s license in good standing.
- Ability to provide and maintain a clean Motor Vehicle Drivers Abstract.
- Due to the responsibilities of this position a Police Vulnerable Sector check is required.
- Computer proficiency in Microsoft Office suite, including customized Town programs and basic knowledge of typical office equipment.
- Superior customer service orientation with a focus on ensuring effective services; maintain a positive, professional attitude.

How to apply:

Please forward your resume in confidence by **April 7, 2025, at 4:00 p.m.**, identifying **Job # 2025-046-IE** in the subject line to hr@townofws.ca.

Please save your resume in PDF version and save the document in the following format: *Full name, Position Title*

We thank all applicants for their interest in this position, however, only those applicants selected for an interview will be contacted.