



Making a difference...together

# Employment Opportunity

## Kennel Assistant

### *Planning & Protective Services – Protective Services*

Competition	<b>20/020</b>
Status	<b>Auxiliary</b>
Hours of Work	<b>Varies</b>
Rate of Pay	<b>\$24.72 to \$26.63 per hour (plus 14% in lieu of benefits)</b>
Review of applications begins	<b>4:00pm on March 2, 2020</b>

### **Summary**

The Kennel Assistant is responsible for kennel cleaning and undertakes a series of routine duties to clean animal pens, feed animals, and clean other areas of the shelter. May be required to assist the Kennel Master with inquiries from the public and wash and groom animals in the care of the animal shelter.

### **Duties & Responsibilities**

- Removes animal food dishes, litter pan, empties, cleans and replaces with fresh supplies.
- Cleans and replaces bedding as required.
- Cleans feces as required.
- Sweeps out cage, wipes down and sterilizes all cage surfaces.
- Sweeps and mops floor when all cage cleaning is complete.
- Cleans rabbit hutches, cleans wood chips and provides clean food and water.
- Transfers dogs to outer run during cleaning process.
- Hoses down and sanitizes centre aisle dividing impound and adoption runs.
- Hoses down septic tank box when dog area cleaning is complete.
- Cleans outside dog runs.
- Maintains the hygiene and appearance of the animal shelter.
- Observes animals and reports any illness or changes in animals to Kennel Master immediately.
- Observes any defects with cages, doors etc. and reports any concerns to the Kennel Master.
- Checks supplies and reports supplies needed.
- Picks up and stores supplies.
- Transports animals to veterinarians for treatment and carcasses to Landfill as needed.
- Answers radio check-ins and completes radio log when required.
- Answers queries from members of the public at the shelter front counter and on the phone.
- Releases impounded animals to and collects impound and boarding fees from owners.
- Follows all policies, procedures and standards of the CRD.
- Performs other related duties as required.

## Qualifications

- High school graduation and courses related to animal behavior plus one year of experience in the care and handling of dogs, cats and other domestic animals or an equivalent combination of education and experience.
- Excellent communication (verbal and written), interpersonal and customer service skills are required.
- Ability to work with and receive guidance from Animal Care and Bylaw Enforcement staff
- Knowledge of and experience with animal training and grooming techniques
- Knowledge of basic animal first aid (preferably through course work) and ability to assess the health of animals
- Strong work ethic, customer focused
- Must be physically fit with the ability to move animals, supplies and equipment.
- Must possess a valid BC Driver's License.

## Applications

To apply for this exciting opportunity, please submit your resume and covering letter online at [www.crd.bc.ca](http://www.crd.bc.ca) under "Careers".

**The CRD thanks you for your interest and advises only those candidates under active consideration will be contacted.**

