

# RDCO Job Description



**Position Title:** Dog Control Officer I  
**Reports To:** Chief Bylaw Enforcement Officer  
**Division:** Corporate Services  
**Date:** July 16, 2018

## Job Purpose/Summary:

The Dog Control Officer I is responsible for carrying out dog control bylaw enforcement duties throughout the Regional District of Central Okanagan. This position helps maintain public safety. Dog Control Officers assist with other local governments and law enforcement agencies.

## Principal Accountabilities:

1. Respond to, investigate and attend to complaints regarding dogs. Patrol for dogs at large and for violations of dog bylaws and transport impounded dogs.
2. Maintain records of dog complaints, issue notices, tickets and warnings.
3. Promote public safety, educate and counsel dog owners, complainants and dog bite victims, regarding dog regulations and investigation process.
4. Assist in preparing cases for trial, testify and prosecute cases in court. Prepare long form information, seizure warrants, destruction orders and payment hearings. Liaise with legal counsel as required.
5. Respond to injured dogs and dispose of dog remains. Assist Veterinarian with euthanasia service.
6. Available to be on call.
7. Provide functional direction, training and support to relief employees, summer students and team members.
8. Ensure accurate response, documentation and records management
9. Assist and work as a Pound Keeper as required
10. Other related duties as assigned.

## Reporting Relationships:

### Dimensions: (Annual/approximate)

### Knowledge, Skills & Experience

#### Educational Background Required:

- Minimum grade 12
- Requirement to complete Bylaw Enforcement & Investigative Skills (Level I) or equivalent.
- Valid BC Drivers Licence
- Requirement to complete WHMIS and First Aid Level I

#### Experience Required:

- Prefer experience as Dog Control Officer or equivalent.
- Communicate in a diplomatic & effective manner.
- Knowledge of Dog Control Bylaw.
- Computer Skills.
- Minimum Keyboarding 50 WPM.
- Able to prioritize work and work efficiently unsupervised.
- Experience with understanding dog health and behaviour.

## Working Conditions:

**Physical Effort:** Pursue dogs, catch poling, lift and restrain aggressive and/or dangerous dogs. Occasional hiking of trails.

**Physical Environment:** Office environment 10%, outdoors in all weather conditions 90%. Exposure to animals that may not have been immunized from various diseases. Occasional exposure to loud noise, offensive odours and fecal waste, fluids, tissues, blood and deceased carcasses of dogs. Work independently and occasional exposure to hazardous locations and occasionally in remote locations.

**Mental Stress:** Deal with emotionally engaged people and confrontational situations and potential injury. Euthanasia process. Meeting tight deadlines

**Sensory Attention:** Risk Assessment and attention to safety for self and fellow officers (radio monitoring).