



## Inspector

The Bermuda SPCA is seeking qualified candidates for the position of Inspector. The Inspector reports to the Shelter Chairman.

Main duties and responsibilities include:

- Conducts general investigations regarding animal neglect, care and cruelty complaints.
- Safely performs techniques involved in restraining, isolating and transporting animals.
- On call and available outside of normal working hours for animal emergencies, complaints and investigations as required. Expected to carry a smart phone at all times.
- Provides swift response to animal welfare and crisis situations deemed an emergency.
- Inspects and monitors carriage horses, farms, pet stores, stables and aviaries to ensure proper rules of animal husbandry and welfare are adhered to.
- Revises and implements protocols for cruelty investigations.
- Prepares and maintains accurate records and reports.
- Maintains required telecommunications contact.
- Prepares documentation for legal proceedings and prosecutions.
- Reviews current animal welfare legislation.
- Works closely with other professionals, such as the police, veterinarians and animal wardens.
- Conducts training and staff development sessions.
- Gives talks and presentations to educate the public about animal care and protection.
- Works with the public in a tactful and effective manner.
- Assists at SPCA events and programs as required and throughout the shelter if needed.
- Assists in shelter cleaning and maintenance and the care of shelter animals including administering medications when necessary.
- Performs routine vehicle and equipment maintenance.

### Qualifications/Requirements:

High-School diploma required. Associates or Bachelor's degree in Criminal Justice or Animal Science/Behaviour preferred. Degree may be substituted for a minimum of 5 years experience as a Police Officer, SPCA Inspector, Animal Welfare Officer or profession requiring daily hands-on animal care and/or veterinary responsibilities. Demonstrate competency and confidence in the care, behaviour, capture and restraint of domestic animals. Ability to determine breeds and species, sex and age. Must be able to recognize signs of animal neglect, abuse and cruelty. Aptitude in the care and handling of horses, farm animals and wildlife is helpful. Strong interpersonal and negotiation skills. Advanced written and verbal communication skills. Proficient in the use of Microsoft Office programs. Knowledge of case preparation and reporting procedures pertinent to the judicial process. Ability to read, analyze and interpret legal documentation. Ability to maintain effective working relationships with other employees, departments, public officials, community groups, and members of the general public. Physically fit with the ability to lift up to 75lbs. Maintains a valid driver's license and is able to obtain a light van license within 60 days of employment. The ideal candidate should be committed to public service, have a great deal of patience and tolerance; be willing to work hard and above all have a strong compassion for animals and their welfare.

Please send your resume, cover letter and three professional references to: [officeadmin@spca.bm](mailto:officeadmin@spca.bm).

Closing date: March 19, 2014