



Competition #EDSOU-202226

**EMPLOYMENT OPPORTUNITY
PERMANENT FULL-TIME**

SENIOR COMMUNITY PEACE OFFICER LEVEL I

The Town of Edson has an exciting and challenging career opportunity within its Community and Protective Services Department as a Senior Community Peace Officer-1. Engaging with the public following our philosophy of *education, information, and enforcement*, you will be an integral part of our Enforcement Services Team. You have demonstrated leadership skills and will work alongside other Enforcement and First Response agencies, fostering a relationship of trust and respect.

Working closely with the Senior Manager, Protective Services, you will assist in overseeing the day-to-day operations and program administration of Enforcement Services. This includes shift scheduling and other administrative tasks, enforcement of approved Provincial Statutes, enforcement of Municipal Bylaws, and complaint investigations, all while enhancing public awareness and education.

Education & Qualifications:

- Grade Twelve Diploma or equivalent
- Two-Year Diploma in Criminal Justice with a focus in Law Enforcement or equivalent
- Valid Alberta class five (5) Drivers' License
- Community Peace Officer Level I appointment from the Alberta Solicitor General Department
- Enhanced Security Clearance
- At least five (5) years of experience as a CPO Level I or equivalent
- At least five (5) years of experience in a professional leadership role
- Computer literacy, including proficiency in Microsoft Outlook, Word, and Excel
- Ability to conduct CPO responsibilities in a courtroom setting

To learn more, please read the detailed job description c/w position requirements below.

If you are interested in joining our dedicated Team, please submit your cover letter c/w resume quoting the Competition #EDSOU-202226 by 4:00 pm, October 21, 2022, to:

**Human Resources
Town of Edson**

PO Box 6300, Edson, AB T7E 1T7

Email: humanresources@edson.ca

Visit our website at: www.edson.ca/town/employment

We thank all applicants for their interest, however, only those selected for interviews will be contacted.

Job Description

General Overview

The Senior Community Peace Officer represents the Town of Edson in enforcing provincial and municipal legislation. They are responsible for maintaining the highest degree of professionalism while intervening in situations that are often difficult.

This person must be an excellent communicator in both verbal and written forms and must exhibit excellent interpersonal skills in dealing with colleagues, stakeholders, and the public.

The Senior Community Peace Officer will work closely with the Senior Manager of Protective Services to ensure effective day-to-day operational functions of the community enforcement team.

General Responsibilities

- Assume responsibility for control and enforcement of all applicable provincial legislation and municipal bylaws.
- Provide guidance, support, and logistical direction to all community enforcement staff.
- Make recommendations regarding the placement of traffic control signs and devices.
- Ensure Provincial reports relating to Enforcement Services are submitted promptly.
- Stay apprised of all Provincial legislation which relates to the Community Peace Officer Program and make recommendations in keeping with changes thereto.
- Manage tracking and reporting of departmental KPIs.
- Work cooperatively with Yellowhead County to ensure an effective radio system for the Enforcement team.
- Prepare all necessary documentation to enforce all applicable provincial and municipal legislation.
- Assist the Senior Manager of Protective Services, RCMP Detachment Commander & other town departments in enforcing provincial legislation, municipal bylaws, and regulations, where necessary.
- Meet all current provincial CPO Level I training requirements for enforcing applicable provincial statutes and bylaws.
- Prepare reports as required.
- Interpret and explain, as necessary, all aspects of provincial legislation, bylaws, licensing, and regulations.
- Carry out public relations as required on behalf of the community enforcement team.
- Advocate community-based enforcement.
- Be available to work flexible hours, including evenings and weekends.
- Remain abreast of legislative and related changes affecting bylaw and provincial enforcement in Alberta
- Abide by code(s) of conduct concerning local policy and those pertaining to the provincial Police Act and the provincial Peace Officer Act.
- Actively participate in formal workplace inspections where required.
- Review pertinent hazard identification, assessment, and control worksheets annually as the municipal health and safety program requires.
- Follow safe work practices and procedures.
- Immediately report any unsafe conditions, potential work hazards or incidents to the manager.
- Perform other related duties as directed by the supervisor.

Qualifications

Education & Certifications

Essential

- Grade Twelve Diploma or equivalent
- Two-Year Diploma in Criminal Justice with a focus in Law Enforcement or equivalent
- Valid Alberta class five (5) Drivers' License
- Community Peace Officer Level I appointment from the Alberta Solicitor General Department
- Enhanced Security Clearance

Experience & Qualifications

Essential

- At least five (5) years of experience as a CPO Level I or equivalent
- At least five (5) years of experience in a professional leadership role
- Computer literacy, including proficiency in Microsoft Outlook, Word, and Excel
- Ability to conduct CPO responsibilities in a courtroom setting

Preferred

- Prior experience/training with LASER speed detection equipment, Radar speed detection equipment, OC Training and/or ASP Baton Training
- Prior Court Training
- Peace Officer Level Driver Training

Senior CPO / Bylaw Officer I	Probation	Level I	Level II	Level III	Level IV
2022	37.40	38.00	41.00	44.00	47.00