

BYLAW ENFORCEMENT OFFICER or COMMUNITY PEACE OFFICER LEVEL 2

Position ID: J0114-0009

Job Title: BYLAW ENFORCEMENT OFFICER or COMMUNITY PEACE OFFICER LEVEL 2

Job Type: Full Time

Department: Municipal Enforcement

Number Of Positions: 1

Closing Date: January 19, 2014

Min Salary: \$56,140.00/Year

Max Salary: \$70,175.00/Year

The City of Airdrie fosters a culture of accountability and values open dialogue, innovation and entrepreneurial spirit, collaborative relationships, learning, ownership, and encouraging the heart. We are searching for another team member who will help us get to the next level.

Business Unit Information:

Airdrie Municipal Enforcement provides the citizens of Airdrie with enforcement services designed to enhance quality of life and a safe community. We enforce the City Bylaws, investigate complaints and patrol roadways throughout the City for the purpose of detecting violations of bylaws and provincial statutes as approved. Action taken by the Unit must be fair, honest and impartial at all times.

Primary Accountabilities Include:

- Enforcement of provincial legislation and municipal bylaws
- Respond to complaints and initiate investigations
- Discuss bylaw requirements with the people involved and attempt to reach an understanding and obtain voluntary compliance with the bylaw
- Issue tickets and lay charges
- Process summons and subpoenas
- Respond to animal complaints; capture and impound stray animals as required
- Use discretion and ensure the highest standards of public service are maintained when dealing with our residents and visitors
- Maintain accurate and up-to-date records or inspections and evidence. Must be able to use the department computerized records system
- Liaise with prosecutors and represent the municipality in a court of law
- Provide exceptional customer relations to the citizens of the community

Education/Experience Requirements:

- Preference will be given to candidates with one year of bylaw enforcement experience, or candidates who have already obtained their Community Peace Officer Level 2 status
- Minimum 18 years of age
- At least a high school diploma
- A valid driver's licence with a clean driving record
- Computer skills for inputting and retrieving data
- Working knowledge of the provincial court system would be an asset

Skills and Attributes:

- Strong oral and written communication skills
- The ability to handle potential conflict situations
- Good observation, problem solving and decision making skills
- The ability to work with a minimum of supervision
- The ability to react quickly and with good judgment
- Ability to excel in high pressure situations

Additional Information:

This full time (40 hour per week) position requires flexibility in shift coverage as required

A comprehensive benefit and pension package is included

The successful candidate must be able to pass the Enhanced Reliability RCMP Security Clearance

Must be willing and able to attain Community Peace Officer Level 2 status

Must be medically and physically able to perform the duties of the position, in all weather conditions, on an ongoing basis

In order to advance from this position, a Physical Abilities Requirement Evaluation (PARE) test will need to be achievable

Preference will be given to those candidates who are currently working in an enforcement agency or who hold this level of security clearance (provide proof with application)

Expected start date for this position is April 1, 2014, dependent upon successful completion of the Enhanced Reliability RCMP Security Clearance check

Application Process:

Candidates are invited to apply online only at www.airdrie.ca. Cover letters are optional, unless specifically requested.

Please review the job competition carefully and be sure to attach any specifically requested documentation in the My Documents section of your application.

The successful candidate will be required to provide a current, acceptable Criminal Record Check, including Vulnerable Sector if applicable; and a current, acceptable Driver's Abstract, if applicable.

While preference will be given to internal candidates who meet the requirements, this position is also open to external candidates. We thank all applicants for their interest, however, only those applicants selected for an interview will be contacted. Thank you for your interest in the City of Airdrie.