



Community Peace Officer - Level 1

Town of Cochrane

Protective Services Centre

Details

Openings	1
Location Name	Protective Services Centre Cochrane, Alberta, CA
Date Posted	Dec 31, 2013
Profession	Municipal Enforcement
Experience Level(s)	Mid-Level
Job Type(s)	Permanent, Full Time
Education Level(s)	College - Diploma
Job ID	job-383
Salary	Based on experience and qualifications

Position Summary

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Reporting to the Manager of Municipal Enforcement, this position enforces Town Bylaws and Provincial Statutes including moving traffic to gain compliance. Assists with public awareness and education and acts as a liaison with other agencies.

Please note: *We have extended the deadline to January 20th and included additional information below regarding this position and the need to have completed the P.A.R.E. test.*

Key Accountabilities:

- Education and enforcement of municipal bylaws and provincial statutes as appointed by the Solicitor General, which include Animal Protection Act, Dangerous Dog Act, The Provincial Offences Procedure Act, The Environmental Protection and Enhancement Act, Part 9, Division 2, the Gaming and Liquor Act, and the Traffic Safety Act.
- Thoroughly investigates all complaints to ascertain validity, issue tickets and takes appropriate action to bring an equitable solution of compliance or enforcement.
- Accurately and efficiently prepares investigative reports, legal documents, court information and testifies in court when required.
- Conducts safe and efficient patrols including roads, pathways, green space, parks and residential areas, including Provincial highways.
- Assists other law enforcement agencies, including RCMP, with public safety/awareness programs, community groups and contractors, maintain and develop working relationships.
- Provides coverage for Manager of Municipal Enforcement when on vacation or absent from the office.
- Flexibility in shift coverage as required; based on providing full service coverage during scheduled events and operational hours. May be required to respond to municipal emergencies after hours.
- Documents and suggests modifications to existing bylaws, suggest potential new bylaws that promote public safety to Manager.
- Attends meetings, such as Council, public-at-large, and/or committee meetings, as required.
- Maintains constructive relationships with both internal and external customers, utilizing concepts of public awareness and education.

Education and Experience:

- Diploma in Law Enforcement program and/or equivalent related experience with the enforcement of traffic violations on Alberta highways, providing prisoner transport and court security.
- Successful completion of the Alberta Solicitor General and Public Safety Community Peace Officer Induction Program.
- Must be comfortable working with animals
- Experience in municipal government, and application of bylaws for the Town of Cochrane

Skills and Abilities:

- Ability to exercise good judgment, diffuse conflict and make appropriate and fair decisions under difficult or emotional circumstances.

- Ability to develop effective working relationships with rate payers and other community service providers which require excellent communication and public relation skills.
- Ability to deal effectively with complaint investigation and resolution with good listening, problem solving and conflict management skills.
- Organizational skills and able to maintain accurate work records
- Ability to work independently and within a team environment
- Good computer knowledge and experience with Microsoft Office suite and related municipal, provincial, federal software programs.
- Manage one's own professional development and growth within guidelines and resources available.

Certifications, Licenses and/or Designations:

- Alberta Community Peace Officer Level 1 status
- Valid Alberta Class 5 Operator's License
- No criminal record or outstanding charges. If the person has a criminal record a pardon has been received.
- Radar/laser operation and traffic enforcement experience
- First Aid/AED
- PPCT (Pressure Point Control Tactics)
- EVOC (Emergency Vehicle Operations Course)
- OC Spray/Baton
- Participation in the Town's Minimum General Safety Training program

Physical Effort: Continuous, on-going or moderate physical effort which is a predominant focus of the job or why the job exists and is required; such as standing/being on one's feet, walking, moving, etc.

- May deal with unpredictable human or animal behaviour
- Apprehend and control animals
- Sitting for extended periods in office environment or vehicle
- Foot patrols and seasonal bicycle patrols
- Carrying, lifting of seized property to storage
- Must wear personal protective clothing, sometimes for extended periods, such as vests, batons, tool belts, radios, etc.

Work Environment: Continuous, on-going or moderate physical effort which is a predominant focus of the job or why the job exists and is required; such as standing/being on one's feet, walking, moving, etc.

- Division of time outdoors and in office environment
- Outdoor work on pathways and roads in varied weather conditions
- Working alone, with back-up available
- Unpredictable environments when interacting with persons or animals

Questions may be directed to:

Sgt. Charlene Ruttle

Manager, Municipal Enforcement

403-851-2967

APPLICATION DEADLINE: extended till January 20, 2014

To apply you must include a cover letter and resume indicating a minimum of three years' employment and/or educational history. All applicants must be legally entitled to live and work in Canada.

To be considered for the Community Peace Officer - Level 1 applicants must have successfully completed the Physical Abilities Requirement Evaluation (P.A.R.E.) with a time of four minutes and forty-five seconds (4:45) or better, at the highest weight standard. Your P.A.R.E. must be current to within 3 months prior to the interview. Applicants must bring proof of successful completion with them to their interview, or it is required upon acceptance of the position. The Town of Cochrane is anticipating interviews to be conducted during the week of January 27th.

- **P.A.R.E. testing is done by agencies throughout Alberta. In the greater Edmonton area, please contact the R.C.M.P. K-Division Headquarters (780-412-5335) or Grant MacEwan University (780-497-5300). In the greater Calgary area, please contact Red Deer College (403-357-3612) or Lethbridge College (403 382-6919).**
- **A medical clearance must be produced to the practitioners prior to challenging the P.A.R.E. test.**

Additional information on what you may expect and how to prepare for the P.A.R.E. can be found here <http://www.rcmp-grc.gc.ca/recruiting-recrutement/rec/pare-tape-requirement-exigences-eng.htm>

The position is offered on the condition that the incumbent also completes a Criminal Record check, Driver's Abstract Consent form and has a valid Class 5 Alberta Driver's License.

The Town of Cochrane thanks all applicants for their interest, but advises that only those selected for an interview will be contacted.

How to Apply

Applications are being accepted until January 20, 2014

Fax 403-851-2591

Town of Cochrane . 101 RancheHouse Road . Cochrane, AB T4C 2K8