

**Our Community:**

People who visit and live in Okotoks often comment on how beautiful the scenery is – the mountain views are majestic and the Sheep River valley is at the heart of where we play. They love that Okotoks is just 15 minutes south of Calgary and a short drive to Kananaskis Country. Okotoks has gained a reputation as an award-winning community, recognized nationally for our commitment to sustainability and to organizational excellence. With annexation complete, the community will grow substantially over the next 60 years. These are exciting times for Okotoks as we envision and plan for our future, while we remain committed to maintaining the enviable lifestyle our residents enjoy.

We Are:

The Town of Okotoks is a progressive organization; offering a challenging and dynamic work environment where collaboration, open communication, frequent exchange of ideas and teamwork across different business centres assists us in providing exceptional customer service.

The Town of Okotoks fosters a culture of shared accountability through our collaboratively developed “Habits of Execution” which empowers employees to focus on organizational outcomes and supports a high performance culture. We have a strong focus on health and safety, and strive for a culture of wellness, inclusion and organizational effectiveness.

The Opportunity:

We have two exciting opportunities for highly motivated Peace Officers to join our Municipal Enforcement team.

Principle accountabilities of this position include:

Enforcement includes receiving public complaints and inquiries (in person, by phone or by correspondence), investigation of complaints, advising responsible parties of infractions, and taking remedial actions and/or following enforcement procedures. Assist staff in dealing with bylaw infractions such as snow removal, garbage pickup, traffic and littering by educating and/or prosecuting violators. Enforce provincial statutes as per Solicitor General authorized appointment. Consult with the RCMP where appropriate. Administer the Municipal Government Act Regulations for the disposal of lost property by confiscating lost and found property and holding it for claiming by owners. Provide support and enforcement services of business licensing system. Responsible for traffic enforcement. Mediate neighbourhood disputes; Investigation of animal control complaints and laying of charges. Maintain liaison with the contracted kennel and transport found/seized animals to the pound. Assist the RCMP in Check Stop programs and conduct foot/bike/quad patrols in the parks and the river valley.

What You Bring:

We require high school diploma plus a diploma in Law Enforcement, supplemented by 2 years previous experience in municipal law enforcement. Must have Provincial Peace Officer certification (CPO 1). Full mobility, the completion of the PARE physical abilities testing (or equivalent) in under 4 minutes 45 seconds, and good physical fitness level with acute vision & no colour blindness are required in order to meet full expectations of the job. Knowledge of municipal bylaws and provincial statutes, radar & lidar equipment operations, dangerous goods enforcement, driver safety training,

and WHMIS are assets. First Aid, CPR, strong interpersonal skills including tact and diplomacy, articulate written and oral communication skills including public speaking are necessary, as well as a valid Class 5 Alberta driver's license. Computer skills in Word and Excel are an asset. You must maintain security clearance at the level of Verified Reliable.

Applicants must be available to work shift work (currently 12 hours per shift) that include a rotation of days, evenings and weekends.

Compensation:

Salary Range: \$83,437- \$ 91,951

Our total compensation package includes a competitive salary, a comprehensive benefit package and participation in LAPP pension.

Interested applicants are invited to submit a resume and cover letter via our careers page on the Town of Okotoks website prior to DATE

We thank all applicants in advance for their interest. Only those applicants invited to interview will be contacted.

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