



Posting ID: 22-42

Community Peace Officer Level I

Permanent, Full-time - 35 hours / week

\$71,143.80 - \$88,961.60/annum

This position has been deemed safety sensitive by the employer and as such is subject to reasonable cause and post-incident drug and alcohol testing.

At the City of Leduc, our mission is People. Building. Community. We offer a collaborative and dynamic workplace where our values of Teamwork, Service, Respect and Leadership guide our conduct and contribute to a healthy culture. If you would like to work as part of a progressive organization and enjoy a fast-paced environment, then this may be the opportunity for you.

We are currently recruiting for a permanent, full-time Community Peace Officer Level I.

About the Opportunity:

Reporting to the Community Peace Officer, Sergeant, this position will be responsible for enforcing provincial and municipal bylaws for the City of Leduc and dealing with public complaints within the city as well as traffic enforcement for both moving and non-moving violations as per authorities granted through provincial appointment. They also contribute to providing education to residents on various safety topics to increase community awareness. The CPO I also provides assistance to the RCMP in non-criminal matters.

Responsibilities of the position include, but are not limited to:

- Patrol the entire City via motor vehicle, bicycle or on foot to enforce the Bylaws of the City of Leduc and Provincial Statutes to which they are empowered.
- Perform duties associated with enforcement such as tickets, warnings and notices, covering both Municipal Bylaws and Provincial Statutes.
- Respond to public complaints, enquiries and requests for information in a timely, professional manner using tact, diplomacy and respect.
- Using discretion and problem solving skills either resolve the complaint or direct the complainant to an appropriate resource for assistance to seek resolution.
- Liaise with and assist the RCMP and other external agencies in the areas of accident reporting, found property, public safety, and Joint Force Operations.
- Organize and lead a Leduc Enforcement Services community event for the City.
- Prepare all documentation required for court packages ensuring accuracy and within required timelines.
- Complete all file work and required data entry into Exec Report file management system.
- Deliver pro-active prevention and education programs to the community, schools and community groups. Liaise with and assist the RCMP and other external agencies in the areas of crime prevention programs, law enforcement education and public education.

Qualifications:

You are the successful candidate for this position if you have the following:

- A Post-Secondary in Law Enforcement or equivalent training.
- Minimum of two-year's of law enforcement experience.
- Have a valid PARE certificate within the past 6 months.
- Be able to receive appointment as a CPO I by Alberta Justice and Solicitor General.

- Possess valid Class 5 driver's license.
- Possess a current First Aide / CPR certificate, as well as PPCT.
- Must be able to obtain (and retain) a RCMP issued Enhanced Reliability Security Clearance.
- Must be fully immunized against COVID-19 and be willing to provide proof of immunization, or provide written approved exemption on the basis of a protected ground under the AB Human Rights Act.

If this sounds like you, we want to hear from you! To apply, please visit our website at:

www.leduc.ca/careers

Competition closes at 10:00 pm (MT) on May 12, 2022. This competition may be used to fill future vacancies at the same or lower classification level. Due to the high volume of resumes received, we are not able to respond to individual phone calls. We thank all applicants for their interest, however, only those selected for interviews will be contacted.