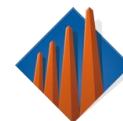


## Position Posting


### **Manager, Municipal Enforcement (1 Position Available)**



**LLOYDMINSTER**

<b>Term of Employment:</b>	Full-Time, Continuing
<b>Rate of Pay:</b>	Out-of-Scope Band 5
<b>Location:</b>	Lloydminster RCMP Detachment 5106 – 44 Street, Lloydminster, AB
<b>Duties:</b>	<p>The Manager, Municipal Enforcement is required to coach, supervise, review work, and schedule the daily operations of the Community Peace Officers as well as conduct active enforcement and investigation of applicable Municipal and Provincial laws as required.</p> <p><b>Duties</b></p> <p><b>Operational Supervision</b></p> <ul style="list-style-type: none"><li>• Assign, monitor and review employee work including investigations, enforcement action, charges, and court briefs.</li><li>• Ensure investigations and work standards are met and are completed according to applicable legislation, policy, and procedures.</li><li>• Conduct and manage employee performance through setting of goals/performance targets, providing regular feedback, coaching, and counseling of employees.</li><li>• Investigate peace officer code of conduct complaints and alleged policy violations within the Peace Officer Program.</li><li>• Maintain shift schedule ensuring appropriate shift coverage for approved service level.</li><li>• Review and authorize time sheets, leave applications, and overtime.</li><li>• Act independently on a daily basis on decisions regarding investigative and enforcement actions and outcomes relating to Municipal and Provincial law.</li><li>• The position is also responsible for making decisions, based on policy to ensure adequate service as it relates to the regular shifts and leave requests.</li><li>• Responsible for the performance management of direct reports.</li><li>• Report any significant policy deviations or work quality and standards issues to the Senior Manager, Public Safety.</li></ul> <p><b>Investigation and Enforcement</b></p> <ul style="list-style-type: none"><li>• Respond to complaints and conduct pro-active patrols of the community investigating the circumstances of alleged violations of applicable law.</li><li>• Interview complainants, suspects, witnesses, and victims.</li><li>• Take photographs/video, operate speed detection equipment, and other investigative equipment and tools including operating emergency vehicles.</li><li>• Capture, control, and transport loose, injured, and dangerous domestic animals.</li><li>• Lay charges, give verbal and written warnings, issue notices and orders, recommend and assist in mediation, tow, and seize vehicles and property.</li><li>• Execute warrants and make arrests as required subject to the authorities granted in the Peace Officers appointment.</li></ul>

	<p><b>Report Writing and Documentation</b></p> <ul style="list-style-type: none"> <li>• Complete and take daily investigational notes.</li> <li>• Enter and maintain investigation details and information on appropriate records management systems.</li> <li>• Complete and serve court documents such as violation tickets and tags, information, summonses', subpoenas', certificates of offences, and warrant release documents.</li> <li>• Complete and serve other appropriate forms and documents in relation to investigations and enforcement action such as, license suspensions, vehicle impound, sign seizures and animal impounds.</li> </ul> <p><b>Other</b></p> <ul style="list-style-type: none"> <li>• Testify and appear in Court as required.</li> <li>• Complete witness statements as required.</li> <li>• Conduct traffic control involving parades, processions, motor vehicle collisions and traffic related enforcement campaigns.</li> <li>• Cooperate, assist, and work with other law enforcement agencies on a regular basis.</li> <li>• Exercise approved financial authority to purchase goods and services according to budget, policy and restraints for the City of Lloydminster.</li> <li>• Responsible for assisting with the development of business plans and business cases as it relates to the unit.</li> <li>• Participate in the City of Lloydminster Emergency Management program as required</li> <li>• Complete other related duties as required.</li> </ul>
<b>Schedule:</b>	<p>This position works a combination of office based and outdoors in all weather conditions. Daily working hours include a combination of shifts including days, evenings weekends and statutory holidays. This position may be required to be on call.</p>
<b>Qualifications:</b>	<p>The successful candidate will have the following qualifications:</p> <ul style="list-style-type: none"> <li>• Post-secondary education in law enforcement or a related field from a recognized institution.</li> <li>• An equivalent of education and experience may be considered.</li> <li>• Current or ability to obtain a Community Peace Officer Level 1 designation from the Province of Alberta.</li> <li>• Previous supervisory experience is considered a strong asset.</li> <li>• A valid Class 5 Driver's License (non-GDL) registered in Alberta or Saskatchewan with an acceptable Driver's Abstract is required.</li> <li>• Knowledgeable with software programs including Microsoft Office and policing Information systems programs with the ability to operate computer equipment in a mobile environment.</li> <li>• Physically able to make arrests, deal with disagreeable people, apprehend animals and defend against risk of potential physical altercation.</li> <li>• Must be comfortable working in an operational police station as regular exposure to several police related hazards occurs including but not limited to prisoner holding cells, firearms, exhibits (drugs, weapons), combative and emotional patrons.</li> <li>• Solid understanding of the use and operation of emergency vehicles.</li> <li>• Incident Command System (ICS) 300 training or ability to achieve within 18 months of hire.</li> </ul>

	<ul style="list-style-type: none"> <li>• Experience with radar/laser speed detection devices, in-car video camera, and animal capturing equipment.</li> </ul>
<b>Pre-Employment Requirements:</b>	<ul style="list-style-type: none"> <li>• Satisfactory Criminal Record &amp; Vulnerable Sector Check to obtain Peace Officer Appointment.</li> <li>• Successful applicant must provide proof of qualifications.</li> <li>• Must possess, or obtain, and maintain RCMP Enhanced Reliability Clearance</li> <li>• Pass Physical Abilities Requirement Evaluation (P.A.R.E.) or equivalent as specified by Alberta Peace Officer Program manual</li> <li>• Applicants with international education will be required to include an Academic Credential Assessment with application.</li> </ul>
<b>Closing Date:</b>	<b>February 17, 2023</b>
<b>Posting Type:</b>	Internal & External
<b>Application Information:</b>	<p>The City of Lloydminster is an equal opportunity employer. If you have questions or require further information on this position, please contact us. All applications must be sent to the Employee Relations team and received by the closing date.</p> <p><b><u>Megan Radke</u></b>  HR Generalist, Employee Relations  City of Lloydminster  4420-50 Avenue  Lloydminster AB/SK T9V 0W2  Phone: 780-875-6184  Internal Candidate Email: <a href="mailto:employeerelations@lloydminster.ca">employeerelations@lloydminster.ca</a>  External Candidates apply at: <a href="http://www.lloydminster.ca/jobs">www.lloydminster.ca/jobs</a></p>
<b>Posted By:</b>	 <p>Kara Farrell  Posting Date: January 23, 2023</p>