



605 - 50th Street
P.O. Box 6300
Edson, AB T7E 1T7
www.edson.ca



EMPLOYMENT OPPORTUNITY

COMMUNITY PEACE OFFICER FULL-TIME, PERMANENT POSITION

The Town of Edson is currently seeking a dedicated individual to join our team as a Community Peace Officer. This position plays a crucial role in enforcing provincial statutes and municipal bylaws, promoting public awareness, and ensuring the safety and well-being of our community. Responsibilities include conducting public education initiatives, collaborating with law enforcement agencies, and responding to inquiries and complaints from citizens.

The qualified applicant will possess a diploma in Criminal Justice or a related field, completion of the Community Peace Officer Induction Program (CPOIP) and Physical Abilities Requirement Evaluation (PARE), as well as a minimum of two years experience in a similar role. Additionally, candidates must have a clear criminal record and vulnerable sector check, excellent communication skills, and the ability to work effectively in challenging situations. For further details, please refer to the full job description provided below.

This is an opportunity to make a meaningful impact on community safety and well-being. Interested candidates are invited to apply by submitting their resume and cover letter quoting Competition #EDSOU-202410 by 4:00 pm on Thursday, April 11, 2024.

Join us in building a safer and stronger community together.

**Human Resources
Town of Edson**

PO Box 6300, Edson, AB T7E 1T7

Email: humanresources@edson.ca

Visit our website at: <https://www.edson.ca/town-office/employment>

The Town of Edson is an equal opportunity employer and encourages applications from all qualified candidates. We thank all applicants for their interest; however, only those selected for an interview will be contacted.



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Position: Community Peace Officer
Department Head: General Manager, Community & Protective Services
Immediate Supervisor: Protective Services Manager

General

The Community Peace Officer plays a vital role in our community and represents the Town of Edson with respect to enforcing both provincial statutes and municipal bylaws. They are responsible for maintaining the highest degree of professionalism while intervening in situations that are often difficult.

This person must be an excellent communicator in both verbal and written forms, and must exhibit excellent interpersonal skills dealing with colleagues, stakeholders, and the public.

They will have a diverse and dynamic set of responsibilities and commitment to promote a safe and secure community.

Primary Responsibilities and Authority

Department Operations

- Promoting public awareness and education within the community, while exercising sound judgement and knowledge for compliance with provincial statutes and municipal bylaws.
- Provides and participates in public education and various safety and crime prevention activities. This may include attending and participating at various meetings and events.
- Enforcement of approved provincial statutes and municipal bylaws including issuing warning, tickets, or appearance notices, as required.
- Conducting proactive patrols throughout the community by way of vehicle, foot, or bicycle, with a special focus on playground zones.
- Appropriately documenting and preparing all necessary documentation and reports in the enforcement of all applicable provincial statutes and municipal bylaws while complying with legislation and operating policies and procedures.
- Handling inquiries from citizens and other staff, and investigating complaints related to approved provincial statutes and municipal bylaws and provides respectful customer service, including in person, on the phone, on email, and other means of communication.
- Liaise and collaborate with other law enforcement agencies as part of joint or mutual investigations or operations, or during enforcement of provincial statutes and municipal bylaws.
- Read, interpret, and apply, various provincial legislation, municipal bylaws, and policies.
- Testify in court or at administrative tribunals/hearings and ensuring all documentation related to the process has been completed timely and accurately.
- Provides administrative duties including but not limited to: documentation of complaints, assistance in the creation and development of policies, procedures, bylaws and other related items, and preparing court packages.
- Providing recommendations for community programs or departmental initiatives.
- Willingness and requirement to work shift work, which may include days, evenings, nights, weekdays, and weekends.

- Comply with applicable Peace Officer and Bylaw Officer code of conducts and all Town Policies and Procedures.
- Assists in emergency/disaster responses under the direction of the Director of Emergency Management as per the Emergency Management Plan.
- Attend training as required.
- Maintains the strictest confidentiality in all matters while adhering to the principles and policies of the *Freedom of Information and Protection of Privacy Act*.
- Immediately report any unsafe conditions, potential work hazards or incidents to manager.
- Perform other related duties as directed by supervisor.

Human Resources, Team Management, and Leadership

- Foster a team environment which inspires hard work, dedication, collaboration, and fun supporting a positive organizational culture.
- Responsible for maintaining a working environment which includes integrity, trust, and respect in accordance with Town policies.

Financial and Budgetary

- Practice fiscal responsibility in pursuing alternative sources of funding for department projects to offset the reliance of public funds. (i.e. grants)

Corporate/Administration

- Understanding role within adopted policies, procedures and bylaws and ensuring they are followed in decision making and in the delivery of services.
- Assist Manager with reports for the Department initiatives and projects to Senior Leaders, Council and the public as required.
- Respect and uphold organizational and staff confidentiality.

Public Relations

- Respond to the publics' concerns and complaints in a timely and tactful manner, and in accordance with Town policies and bylaws.

Health and Safety

- Actively participate in Formal Workplace Inspections in area of responsibility.
- Review pertinent Hazard Identification, Assessment and Control worksheets on an annual basis as required by the Municipal Health and Safety Program.
- Advise the Manager of all Health and Safety concerns.
- Ensure that all Safe Work Practices and Procedures are followed.
- Act upon all reports of any unsafe conditions, potential work hazards or incidents.

Qualifications

Core Competencies

- Grade Twelve Diploma or equivalent.



- Two-Year Diploma in Criminal Justice with a focus in Law Enforcement, or equivalent.
- Completion of Community Peace Officer Induction Program (CPOIP).
- Clear Criminal Record and Enhanced Security Clearance.
- Successful certified completion of the Physical Abilities Requirement Evaluation (P.A.R.E) or other approved testing as required, current within the last 6 months.
- Valid, and acceptable, Alberta class five (5) Drivers' License.
- Current Standards First Aid/CPR training and certification.

Job Requirements

- At least two (2) years' experience as a CPO Level I or equivalent
- Functional computer skills, including the ability to Microsoft Office Products (outlook, word, excel), web browser applications, enforcement reporting systems, and keyboarding skills.
- Minimum of 18 years of age
- Meet all requirements to be appointed to the position of Peace Officer Level 1 as outlined in the *Peace Officer (Ministerial) Regulation*.
- RADAR/LIDAR certification and experience
- Emergency Vehicle Operators Course (EVOC)
- Valid Expandable Baton and Oleoresin Capsicum Aerosol (OC Spray) certification

Alternative combinations of education and experience which demonstrably provide the required knowledge and skills may be eligible in certain circumstances.

Working Conditions

The following conditions can be consistently expected in this position.

Physical	Cognitive	Logistical
<input checked="" type="checkbox"/> Safety-Sensitive Work <input checked="" type="checkbox"/> Extreme Heat or Cold <input checked="" type="checkbox"/> Heavy Lifting <input type="checkbox"/> Working at Heights <input type="checkbox"/> Working in Confined Spaces <input checked="" type="checkbox"/> Working Outdoors <input checked="" type="checkbox"/> Office Environment <input checked="" type="checkbox"/> Physically Strenuous Work <input type="checkbox"/> Hazardous Material Handling <input checked="" type="checkbox"/> Repetitive Tasks	<input checked="" type="checkbox"/> Stressful Situations <input checked="" type="checkbox"/> Frequent Multitasking <input checked="" type="checkbox"/> Fast-Paced Environment <input checked="" type="checkbox"/> Minimal Supervision <input checked="" type="checkbox"/> Difficult Conversations <input checked="" type="checkbox"/> Frequent Change <input checked="" type="checkbox"/> Confidential Situations	<input checked="" type="checkbox"/> Computer Operation <input checked="" type="checkbox"/> Variable Hours <input type="checkbox"/> Long Hours <input type="checkbox"/> Multiple Work Locations <input type="checkbox"/> Remote Working Conditions <input checked="" type="checkbox"/> After-Hour Meetings

	Probation	Level I	Level II	Level III	Level IV
Community Peace Officer	\$37.13	\$37.76	\$39.65	\$41.60	\$43.70