

# Job Title: Community Peace Officer

**Requisition ID:** 2969

**Affiliation:** CUPE Municipal

**Position Type:** Permanent Full Time

**Number of Openings:** 1

**Bi-weekly Working Hours:** 84 hours bi-weekly

**Shift/Work Schedule:** 5 days on, 4 days off / 4 days on, 5 days off, rotating; 12-hour shifts *(subject to change)*

**Division/ Department:** Community Services, Bylaw Services

**Job Location:** Fort McMurray

**Pay Level:** PL10

**Start Rate:** \$ 48.18

**Permanent Rate:** \$ 56.63 (Permanent rate effective after completion of probation)

**COLA:** Bi-Weekly - \$480

**Reposted (dd/mm/yyyy):**24/09/2024

**Closing Date (dd/mm/yyyy):** Open Until Filled

**Posting Type:** Internal and External

## GENERAL DESCRIPTION:

Under general supervision, the Community Peace Officer ensures compliance with all municipal bylaws, provincial acts, and legislation. Community Peace Officers carry out an extensive range of investigation and enforcement requirements and functions. The incumbent will answer enquiries, initiate investigations, and finalize complaints.

## RESPONSIBILITIES:

- Enforce municipal bylaws, provincial statutes, and legislation by responding to complaints, initiating investigations, and finalizing complaints.
- Community Peace Officer will be responsible for enforcing all bylaws under the purview of Bylaw Services, they may also be required to assume responsibilities involving specific services. Those specialist areas include, but are not limited to:
  - Parking Enforcement
  - Photo Enforcement
  - Private/Public Property Land Use Enforcement
  - Licensing Enforcement
  - Community Standards Enforcement
  - Parks and Walkway Patrols
  - Animal Control
  - Commercial Vehicle Enforcement
  - Environmental Enforcement
  - Off Highway Vehicle
- Issue violation tickets, lay charges, process summons and subpoenas, assist with prosecutions, and represent the Municipality in a court of law.
- Appear and testify in court.
- Work with and liaise with other departments, branches, prosecutors, and other outside agencies as required.
- Apprehend animals, transport animals, and provide safe rescue and release of animals.
- Compile records, submit detailed completed reports, and maintain files.
- Provide friendly and informative education the public, relating to municipal bylaws and bylaw services.
- Enter, query, and maintain data in the information management system.
- Mentor junior colleagues and assist with the orientation and training of new officers.
- Participate in community events and activities as a representative of Bylaw Services.
- Provide an officer presence for Council and Municipal meetings or events as necessary.
- Provide a visible presence in the community by conducting foot and bike patrols and attending community events.
- Maintain equipment and vehicles as required.

- Carry out safe work practices and adhere to safety and other work-related regulations; report unsafe and or unsecure situations that may arise.
- Perform other related duties as required.

## **QUALIFICATIONS**

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

- Strong investigative skills.
- Ability to compile and present evidence in a court of law.
- Capable of maintaining professionalism during periods of stress and/or heavy workload.
- Strong verbal and written communication skills, with the ability to clarify and convey information in a clear and concise manner.
- Ability to be discreet and keep all documentation and information strictly confidential.
- Knowledge of, or ability to acquire knowledge of, relevant municipal bylaws, provincial acts, and legislation.
- Ability to complete training as required to improve/maintain skills or to ensure adherence with regulated standards.

### **EDUCATION AND EXPERIENCE:**

- High School Diploma or GED equivalent with four (4) years of direct law enforcement experience is required;  
OR
- Diploma in Law Enforcement or related program with a focus on enforcement and investigations, or graduation from an accredited Police Academy with two (2) years of direct law enforcement experience is required.
- Community Peace Officer appointment through the Alberta Solicitor General is required. All training schedules and certification maintenance for this designation as required by the Alberta Solicitor General must be adhered to and maintained.
- Emergency First Aid Certificate with AED is required.

### **OTHER REQUIREMENTS:**

- A valid Class Five (5) Operator's License is required as incumbent will be required to operate a personal or municipal vehicle for business use on a regular basis.
- Must be willing to work outside in all conditions.
- Ability to work a rotating shift that includes holidays, evening/night shift, and weekends.
- Must be medically and physically able to perform all duties of the position on an ongoing basis.
- Ability to acquire and maintain an RCMP enhanced reliability security clearance is required.

### **SAFETY:**

As an employee of the Regional Municipality of Wood Buffalo, the incumbent is responsible for understanding and actively participating in the RMWB's health and safety management system, including all policies, practices, procedures, as well as properly utilizing all control measures including the required use of personal protective equipment. All employees must take reasonable care to protect the health and safety of themselves and others, as well as immediately report any concerns, near misses, incidents, and hazardous conditions to their supervisor.

**To apply: Please visit our website at [jobs.rmwb.ca](http://jobs.rmwb.ca)  
Current employees must apply through the internal careers site.  
We appreciate the interest of all applicants; however, only those individuals  
selected for interviews will be contacted. Late applications will not be accepted.**