



VISION:

A city that inspires

MISSION:

Working together to enhance the quality of life for all residents

VALUES:

Sustainability,
Inclusivity, Innovation,
Accountability,
Excellence, Bilingualism

COMMUNITY SAFETY OFFICER (VARIOUS POSITIONS)

Community Safety – By-Law Enforcement Division –
Job# P1304

CLOSING DATE: NOON – FEBRUARY 28, 2025

JOB SUMMARY:

This is a highly responsible position that reports to the Team Lead - By-Law Execution.

The Community Safety Officer (CSO) plays a vital role in maintaining a safe and secure environment within the community. The CSO is responsible for promoting public safety through proactive patrolling, community engagement, enforcing the city's By-Law and responding to incidents. This role acts as visible and approachable presence in the community, addressing safety concerns, responding to non-emergency incidents. This role involves building strong relationships with community members, education of the public and working closely with various agencies to maintain a safe and welcoming environment for all residents.

APPLYING FOR THIS POSITION:

The City of Moncton is an equal opportunity employer. Applicants must submit their application through an online system that can be found at www.moncton.ca/careers. We thank all applicants for their interest; however, only those invited for interviews will be contacted.

For more information, please contact the Human Resources Department at 506-877-7707 or visit www.moncton.ca/careers for information on the hiring and application process at the City of Moncton.

WORKING AT THE CITY OF MONCTON:

Moncton is a vibrant and culturally rich community. It is the first officially bilingual city in Canada, as well as one of the best places in Canada to do business. Moncton is also known as the economic, sports, tourism and entertainment hub of Atlantic Canada. City of Moncton employees strive to maintain the city's reputation as one of the best places in Canada to live, study, work and play.

This position is a unionized position. The City of Moncton offers an attractive salary and benefits package in accordance to the City Hall Employees Association / PSAC Local 60200 Collective Agreement.

[CHEA Collective Agreement](#) [City of Moncton Salary and Wage Scale](#)

EDUCATION:

- High School graduate or equivalency.
- Must have 2-year post-secondary education with a diploma in policing and corrections, paralegal or other equivalent training.

EXPERIENCE:

- Minimum of one (1) years' experience in regulatory or enforcement field.
- Must possess an above-average level of commitment, initiative, tact, and judgment.
- Must be a self-motivator and team player.
- Experience relative to municipal law enforcement including research, investigation and court proceedings.
- A willingness to upgrade skills when required.

LANGUAGE:

- The ability to function fluently in both official languages (English and French) is a requirement. As per provincial language proficiency standards, functional is determined to be at the Intermediate+ (2+) level or higher.

KNOWLEDGE, SKILLS AND ABILITIES:

- Possess a strong knowledge of municipal, provincial and federal regulations and procedures relating to by-law enforcement.
- Must have the ability to read, analyze, and interpret by-laws and provincial legislation.
- Must have the ability to write reports, business correspondence, and procedure manuals.
- Must have the ability to effectively present information, respond to questions from groups of managers, clients, customers, and the general public.
- Must have knowledge of methods, practices, procedures pertinent to municipal by-laws and various provincial statutes.

CONTACTS:

- Contact with city staff, general public, and regulatory agencies.
- Provides guidance/explanations to customers by phone, letter or in person, and answers inquiries regarding complaints and general by-law inquiries based on service delivery levels established by Council.

OTHER:

- Must possess a class 5 driver's to be able to drive to conduct site inspection and attend court proceedings.

SUPERVISION:

- No direct supervisory responsibilities. The incumbent will be required to work in a team environment and provide reports to supervisors that will impact by-law enforcement scheduling and legal proceedings on behalf of the City of Moncton.

CONDITIONS OF WORK:

- The work requires frequent periods of very high levels of concentration. Works in a modern office environment and will require outside field work to conduct field inspections. Work schedule Monday-Friday.
- Flexibility and the ability to work under constant pressure are critical pre-requisites. Ability to exercise diplomacy during difficult situations is a must.
- Must possess a high level of maturity, tact and discretion to be able to deal effectively with court personnel, solicitors, and other enforcement agencies.
- Work in various weather conditions.
- Works in a highly confidential environment.
- All employees must comply with Council and Corporate adopted policies. (i.e. Attendance Management, Respectful Workplace and Health and Safety).

ADDITIONAL COMMENTS:

- Strict security screening is a requirement, as the incumbent must have a high level of integrity and impeccable character. A clean Criminal Record Check and Vulnerable sector check is mandatory.
- This level of security must be maintained throughout the duration of employment in this position.
- Hours of work are in accordance with Article 24.01 of the CHEA/PSAC Local 60200 Collective Agreement. The incumbent will be required to work evenings and/or weekends from time to time.