



<b>Position Title:</b>	Community Safety Officer	<b>Competition No:</b>	2025-03
<b>Department:</b>	Protective Services	<b>Close Date:</b>	January 31, 2025, at 4:00 p.m.

**Position Details:**

Probation Rate: \$36.62  
Regular Rate: \$38.55  
Hours of Work: 40 hours/week  
Employment Type: Permanent

**About Us:**

Located 20 minutes from Winnipeg, Selkirk is a vibrant small city with a hometown feel. Our close-knit community loves to celebrate, learn and explore in the company of good neighbours. All through the year, there are many opportunities to enjoy local talent, learn about our past and seek out new interests.

**The Opportunity:**

The City of Selkirk is currently in search of a **Community Safety Officer** to join our team. Under the direction of the Director of Protective Services the incumbent is responsible for enhancing public safety through visibility and public education, providing enforcement, prevention, intervention, public engagement and education.

**Job Duties:**

1. Community Safety Officer
  - Strive to gain compliance with all infractions related to the Community Safety Officer's authority.
  - Conduct inspections, investigations, and deliver enforcement of all City approved relevant authorities applicable to this position as listed in the Police Services Act.
  - Conduct high visibility patrols based on direct observation, calls for service, and crime analysis.
  - Respond to persons posing a safety threat when it is safe to do so, or liaise with the local police force and conduct detailed monitoring of said person until they are able to attend.
  - Arrest and/or detain persons in contravention of Provincial Statutes.
  - Conduct traffic stops on vehicles, ATVs, or snowmobiles and issue tickets or warnings under the applicable authorities listed in the Police Services Act applicable to this position.
  
2. By-Law Enforcement Officer
  - Provide public education and strive to gain compliance on all issues related to City of Selkirk by-laws and the By-Law Enforcement Officers authority.
  - Conduct inspection, investigation, and deliver enforcement of all relevant City of Selkirk By-Laws, including issuing penalties allowable via the Manitoba By-Law Enforcement Act (MBEA), Municipal Act or any other applicable legislation.

- Conduct regular parking patrols in designated areas of the city as is required by the season.
  - Conduct regular patrols throughout the city to ensure visibility and deter criminal or destructive behaviors.
  - Capture and attend to animals that have been detained in the Animal Retention Center and ensure that any relevant conditions in the Animal Care Act or any other relevant legislation are always adhered to
  - Prepare legal documents and attend court proceedings, as required.
  - Coordinate and foster relationships with Royal Canadian Mounted Police (RCMP), Selkirk Fire Department, health and community services related entities and any other relevant departments when applicable.
3. Administration and Public Education
- Complete any relevant record keeping or investigation documentation related to any offense, complaint or pro-active actions taken by the officer.
  - Record, file and adhere to all City of Selkirk filing and administrative processes.
  - Create or assist in the creation or the updating of any required City of Selkirk by-law, policy, procedure, tool, or intent form relevant to this position.
  - Participate in any required public engagement or public education activities related to this position.
  - Assist in the creation of any public education or community engagement materials required by the department.
  - Complete monthly reports outlined in the Operating Agreement with Manitoba Justice and liaise with the provincial department as required.
  - Complete any additional reports required by Manitoba Justice or the City as required.
  - Liaises with other departments and organizations on issues related to by-laws, statutes, regulations and enforcement.
  - Maintains confidentiality of all information including enforcement information in compliance with Manitoba's Freedom and Privacy Protection Act (FIPPA) and any other applicable legislation.
  - Provide public education to residents related to public safety and community wellbeing.
  - Conducts neighborhood safety audits, educating residents on crime prevention by providing tips and techniques to safeguard their belongings and property.
4. Exceptional Citizen Service
- Ensure the efficient and effective provision of services to Citizens and respond to inquiries from CitizenSupport Representatives and other departments, as required.
  - Work co-operatively with all City Departments and personnel to support corporate initiatives and improve the overall citizen service experience.
  - Interact with citizens and the public in a courteous and professional manner, providing accurate information and assistance.
5. Perform other related duties as assigned.

**Qualifications and Minimum Requirements:**

**1. Skills, Knowledge and Abilities**

Minimum Requirements shall include:

- Successful completion of Grade 12.
- Post-secondary education in a related field (Criminal Justice, Social Service, CMMA or other) or equivalent related experience
- Completion of the provincial Community Safety Officer Certificate (Levels 1 and 2) program, or willingness to obtain certification. i
- Knowledge of local government by-laws, provincial and federal legislation.
- Proof of an unrestricted Manitoba Class 5F Driver's licence – required to obtain a Manitoba Class 4F before completion of training or deployment into the field.
- Valid First Aid/CPR Certificate
- Ability to effectively work under pressure and handle difficult customer situations using appropriate de-escalation techniques.
- Ability to develop and maintain working relationships and interact effectively with internal and external stakeholders.
- Ability to work as a team and independently, combined with well-developed organization and time management skills and the ability to deal effectively with tact, courtesy, discretion and diplomacy with all levels of staff and the public.
- Experience handling confidential information.
- Possessing exceptional problem-solving and analytical abilities, which facilitate the identification, analysis, and informed decision-making process.
- Experience in basic report writing, research methods, and data compilation.
- Understanding and working knowledge of principles of record keeping.
- Proficient in using Microsoft office programs specifically Excel, Word and Outlook.
- Communicate clearly and concisely, both orally and in writing.
- Ability to work shift work and overtime, including evenings and weekends.
- Must successfully pass and remain ongoing a Criminal Records Check with Vulnerable Sector Check and Child Abuse Registry Check.

Desired:

- Demonstrated knowledge and training related to conflict resolution.
- Experience is a municipal office environment.

**Apply:**

Visit our website <https://www.myselkirk.ca/employment> to apply online via our [Career Connector](#) website. Applicants will need to create a profile and submit an application for consideration.

**Comments:**

This unionized position is open to all applicants. Preference will be given to established (as outlined in the Collective Agreement) members of CUPE Local 336. Applications will be accepted until January 31, 2025 at 4:00 p.m.

The City of Selkirk is an equal opportunity employer, committed to providing an inclusive work environment. Applicants who require accommodation during the hiring process are encouraged to contact the [City's Human Resources Division](#).

Thank you to all who apply, however, only those candidates selected for an interview will be contacted.

**NOTE:** Employees will be required to adhere to the City's Vaccination Policy.