



Position Description

Position Title: Community Peace Officer

Position Reports To: Manager of Protective Services

Date Approved:

Incumbent's Signature:

Date:

CAO's Signature:

Date:

Position Summary:

The Community Peace Officer enforces municipal, provincial, and federal statutes to protect Wheatland County's infrastructure, its users, and the broader community, following established policies and procedures.

As part of Wheatland County Protective Services, the Officer serves as a supplemental law enforcement agent within Alberta, operating under authority granted by their provincial appointments.

Key Responsibilities:

- Operate within the scope of Peace Officer and Bylaw Officer authorities, adhering to provincial and County policies and procedures established by the Justice and Solicitor General Public Security Peace Officer Program.
- Promote and enforce compliance with County bylaws, provincial, and federal statutes through patrols, education, and enforcement actions throughout Wheatland County.
- Enforce provincial regulations, including overload/over-dimensional monitoring, issuing violation tickets, and providing education or approvals as directed by bylaw or Council resolution.
- Provide supplemental law enforcement support to other agencies within authorized duties.
- Assist with emergency site management in coordination with local law enforcement and emergency services.
- Collaborate with enforcement agencies to investigate collisions involving County vehicles or roads, as necessary.

- Submit reports and recommendations to the Supervisor, General Managers, CAO, or Council as required; including legal explanations when addressing questions of concerns.
- Respond promptly and professionally to inquiries and complaints from co-workers, management, customers, Council, enforcement agencies, and the public.
- Maintain professional working relationships with other enforcement agencies through ongoing liaison.
- Liaise with the Public Works to identify and report infrastructure issues such as damages or signage problems.
- Implement Protective Services policies, processes, and programs ensuring alignment with goals and objectives.
- Complete administrative tasks, including statistical and Officer reporting within established timelines.
- Ensure compliance with OH&S requirements, including attendance at safety meetings, emergency management training and exercises, and completing work in a safe manner.
- Represent Wheatland County with integrity and professionalism.
- Perform tasks, special projects, and assignments consistent with the position, as required.

Qualifications:

- Minimum requirement: Completion of a two-year diploma in law enforcement from a recognized post-secondary institution or equivalent police training.
- Minimum of two-years of work experience in a related position, with knowledge of municipal legislation, relevant federal and provincial statutes, policies.
- Valid Class 5 Alberta drivers' licence with an acceptable driver's abstract.
- Clean criminal record with no pending charges or convictions.
- Basic training in WHMIS, First Aid and CPR.
- Current Level I Peace Officer appointment with Alberta Justice and Solicitor General, or eligibility to obtain one.
- Recent completion (within six months) of a Physical Abilities Requirements Evaluation (P.A.R.E) within 4.45 minutes, or equivalent standard.
- Proficiency in MS Office and database management
- Strong interpersonal, and public relations, and communication skills (written and verbal).
- Strong organizational and time management skills.
- Ability to work independently and cooperatively in a team environment.
- Ability to maintain confidentiality

Working Conditions

- Standard working hours are 7.5 hours per day, five days a week, with shifts altering between weekdays to weekends; hours may vary based on operational or emergent needs.
- Occasional overtime may be required, including building alarm call-outs and handling administrative tasks.
- Must be able to lift up to 80 pounds (36 kg).