



Employment Opportunity

Community Peace Officer (CPO1)

As our Community Peace Officer (CPO1), you will help maintain a safe, respectful, and vibrant community by enforcing municipal bylaws and provincial statutes. Reporting to the Senior Community Peace Officer, you will play a key role in enforcing community standards, ensuring traffic safety, and maintaining bylaw compliance, guided by the authority of the Province of Alberta and the policies established by Town Council.

Key Responsibilities include:

- Issuing warning notices and violation tickets, for infractions within the jurisdiction of the position.
- Conducting proactive patrols of the community.
- Investigating and handling reported bylaw infractions and complaints.
- Providing general information to the public and participating in community events.
- Collecting and documenting information and evidence, and working with other parties, including legal counsel and provincial court representatives, to support prosecution of offenders.

The Town of Olds is proud to foster a culture grounded in our core values of dedication, helpfulness, and knowledge. We are committed to creating a safe, vibrant, and welcoming community for our residents and visitors. Known for our friendly hospitality, Olds offers a unique blend of small-town charm and urban conveniences, excellent schools, and a variety of recreation opportunities that make it a prosperous and growing community.

To succeed in this role, you will bring the following qualifications and skills:

- Post-secondary Law Enforcement diploma or degree, OR equivalent experience and education within the law enforcement field; with a strong focus on municipal policing, bylaw enforcement, and Alberta Provincial Statutes.
- Able to pass all requirements necessary to obtain Peace Officer status including Level 1 Community Peace Officer, required physical testing and required police security clearance.
- Successful completion of the RCMP security check (including vulnerable sector screening) and eligibility for appointment as a Community Peace Officer Level 1 with Alberta Solicitor General.
- Ability to handle potential conflict situations, deal with stressful situations, and react with good judgment, diplomacy, and tact.
- Excellent organizational, oral, and written communication skills, complemented by thorough knowledge of municipal bylaws and provincial legislation.
- Full list of requirements to be appointed a Community Peace Officer Level 1 from the Public Security Peace Officer Program is attached to the job posting on our website. (www.olds.ca/careers)

A current driver's abstract and current criminal records check, including vulnerable sector (within six months) will be required prior to job offer.

A detailed job description can be found on the Town of Olds website at www.olds.ca/careers

The wage range for this position is \$41.07 - \$46.46. Annual salary is based on a 40- hour work week, with shifts that may include evenings and weekends. This position includes health benefits and participation in the Local Authorities Pension Plan (LAPP). Interested parties are invited to send a cover letter and resume outlining their qualifications by March 3, 2025, at 8:30 am to:

Human Resources
Town of Olds
4512 46 Street
Olds AB T4H 1R5
Fax 403.556.6537
E-mail: hr@olds.ca

The Town of Olds thanks all applicants, but only candidates selected for an interview will be contacted.