



EMPLOYMENT OPPORTUNITY

Community Peace Officer I

Who WE Are

The Town of Crossfield, located just 30 minutes north of Calgary and 15 minutes from Airdrie, is a fast-growing, vibrant community with a population of over 4,200 residents. As a mid-sized town, Crossfield offers the perfect blend of small-town charm and access to big-city amenities, making it an ideal place to live and work. Our progressive, collaborative work environment is built on teamwork, innovation, and a shared commitment to enhancing the quality of life for our residents. Join us in helping shape the future of Crossfield as we continue to grow and thrive.

YOUR Opportunity

The Town of Crossfield is seeking a dedicated and professional Community Peace Officer I to join our team! Reporting to the Director of Community and Protective Services, this position is responsible for promoting, educating, and enforcing municipal bylaws as well as various provincial legislation, as authorized by Alberta Justice and Solicitor General, Public Security Division. The ideal candidate will be committed to maintaining community safety, upholding the law, and fostering positive relationships within the community.

YOUR Essential Functions

- Enforce and promote all Town of Crossfield bylaws as established by Town Council.
- Implement and uphold provincial legislation as authorized by Alberta Justice and Solicitor General.
- Conduct regular patrols throughout the Town of Crossfield to monitor and ensure adherence to municipal bylaws and provincial laws.
- Respond promptly to bylaw inquiries from residents, business owners, Town Council, staff, and other stakeholders, ensuring thorough investigation and appropriate action is taken and well-documented.
- Collaborate with regional partners such as RCMP, law enforcement agencies, neighboring municipalities, and other stakeholders to enhance community policing and support community education initiatives.
- Foster and maintain strong working relationships with key personnel, staff, community groups, and business leaders to ensure effective communication and collaboration.
- Develop, recommend, and execute public education, safety awareness, and community engagement programs to inform and educate the public.
- As requested, support and participate in safety and public awareness programs offered by external organizations, including school and community group initiatives.

Other Duties:

- Prepare court files, ensuring all necessary documentation is included, and attend court to support the proper prosecution of cases, including ticket issuance and related matters.
- Offer recommendations and input in the development and revision of bylaws to ensure they remain relevant and effective.
- Ensure thorough and accurate reporting for all incidents, occurrences, and investigations, maintaining proper records for both provincial and bylaw tickets issued.

What YOU Bring

Education & Experience:

- Minimum of three (3) years experience as a Level 1 Community Peace Officer.
- Possess a current and valid physical abilities evaluation test (e.g. PARE) or have the ability to complete and pass this requirement upon hire.
- Working knowledge of the *Alberta Municipal Government Act*, municipal operations and bylaws, provincial statutes, provincial court processes, and other relevant legislation policies and procedures.
- Must possess a valid Province of Alberta driver's license with Class 5 and provide a current 3-year driver's abstract.
- The successful candidate will be required to provide a current criminal background with a vulnerable sector check.
- Current certifications in baton use, OC spray, shotgun handling, emergency vehicle operation, defensive and control tactics, as well as First Aid, CPR, and AED.
- Proficiency with Microsoft Office Suite including word and excel.

Skills & Abilities:

- Demonstrated ability to make informed and impactful decisions, ensuring situations are resolved efficiently and courteously, whether through education or enforcement.
- Strong capability to build and sustain public trust, fostering positive relationships and maintaining a high level of public confidence.
- Proficient in interpreting and communicating Town bylaws and provincial statutes.
- Skilled in organizing tasks, establishing priorities, and managing time effectively to meet deadlines.
- Able to thrive in high-pressure environments, using sound judgment to navigate challenging situations.
- Highly proactive, detail-oriented, and well-organized, with proven leadership abilities.
- Exceptional verbal and written communication skills, coupled with excellent interpersonal and human relations expertise.
- Strong time management, problem-solving, and decision-making abilities to address issues efficiently.
- Flexible and adaptable in dynamic situations, maintaining consistent performance even under stress.
- Committed to maintaining a high level of physical fitness and tactical proficiency to ensure officer safety and effective job performance.

What WE Provide

This is a full-time position (40 hours per week) that requires shift work, including days, evenings, and weekends. Shift schedules may vary based on the needs of the organization. The Town of Crossfield offers a competitive wage, pension plan, excellent benefits package, and a supportive team environment.

Join the Town of Crossfield and be an integral part of a dedicated and community-focused team!

How to Apply:

Interested candidates are invited to submit their resume and cover letter to:

Human Resources

Town of Crossfield

Box 500, Crossfield, Alberta T0M 0S0

Email: HR@crossfieldalberta.com.

The position will remain open until a suitable candidate is found. Please note that all applicants must be legally entitled to work in Canada. We thank all applicants for their interest; however, only those selected for an interview will be contacted.