



## TOWN OF BATTLEFORD - PUBLIC SAFETY OFFICER (PSO) & EMERGENCY COORDINATOR

POSTING DATE:	June 23, 2025
APPLICATION DEADLINE:	Posting will remain open until position is filled. <i>Only candidates selected for an interview will be contacted.</i>
HOW TO APPLY:	Online at: <a href="mailto:cao@battleford.ca">cao@battleford.ca</a>
JOB STATUS:	Non-Union, Full-Time Permanent

The Town of Battleford is seeking a dedicated and community-minded individual to join our team as a **Public Safety Officer (PSO) & Emergency Coordinator**. This position plays a critical role in promoting public safety, enforcing municipal bylaws, and fostering positive relationships within the community while also providing emergency preparedness and response coordination. This role is **80% Public Safety Officer and 20% Emergency Coordinator**.

Battleford is nestled between the scenic banks of the Battle River and the North Saskatchewan River and is centrally located on Yellowhead Highway No. 16 between Lloydminster and Saskatoon. Battleford is a vibrant and growing town that attracts people looking to experience small-town charm and community without sacrificing amenities and accessibility to the city. The Town is a progressive agricultural service centre with a manufacturing section and an ample supply of commercial and residential lots available for development.

### Position Summary:

Reporting to the Chief Administrative Officer (CAO) or designate, the Public Safety Officer is responsible for enforcing municipal bylaws, conducting proactive community patrols, and engaging with residents to ensure compliance and enhance community well-being. Additionally, as the Emergency Coordinator, the individual will support the Town's emergency preparedness and response efforts, ensuring readiness for various emergency situations.

### Key Responsibilities:

#### **Public Safety Officer (80%)**

- Enforce municipal bylaws and provide education on compliance.
- Conduct regular patrols and respond to complaints or concerns from residents.
- Investigate bylaw infractions and issue warnings, orders, or fines as required.
- Support crime prevention initiatives and community safety programs.
- Collaborate with local law enforcement and emergency response teams.
- Assist in emergency management and disaster response planning.
- Prepare reports and maintain accurate records of enforcement activities.
- Deliver public education and awareness campaigns on safety and bylaw compliance.
- Facilitate public engagement through formal and informal feedback sessions to educate residents on public safety and emergency management.



### **Emergency Coordinator (20%)**

- Assist in the development and implementation of emergency preparedness plans.
- Coordinate and support emergency response efforts in collaboration with emergency services and municipal departments.
- Organize and participate in emergency planning exercises and training sessions.
- Maintain and update emergency management plans and resources.
- Ensure compliance with municipal and provincial emergency management regulations.
- Engage with the community to improve awareness and preparedness for emergencies.

### **Qualifications & Requirements:**

- Post-secondary education in law enforcement, emergency management, criminal justice, or a related field is preferred.
- Experience in bylaw enforcement, security, policing, or emergency management is an asset.
- Knowledge of municipal bylaws, provincial regulations, and enforcement procedures.
- Strong conflict resolution, de-escalation, and communication skills.
- Ability to work independently and make sound decisions in enforcement situations.
- Valid Class 5 driver's license and a satisfactory driver's abstract.
- Certification in bylaw enforcement, peace officer training, or emergency management is an asset.
- Ability to pass a criminal record check and other necessary background screenings.

### **Salary & Benefits:**

- Competitive salary range of **\$64,400 - \$75,700** per year.
- Comprehensive benefits package, including pension, dental and health coverage.
- Professional development and training opportunities.
- Positive work environment within a community-focused municipality.

### **Application Process:**

- Interested candidates are invited to submit a cover letter and resume detailing their qualifications and experience. Applications should be sent to:
    - **Town of Battleford**  
Todd Francis, CAO
    - Box 40, Battleford, SK. S0M 0E0
    - Email: [cao@battleford.ca](mailto:cao@battleford.ca)
  - We thank all applicants for their interest; however, only those selected for an interview will be contacted.
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- Join us in making the Town of Battleford a safer and stronger community!