



Community Peace Officer Level I

Permanent, full-time (35 hours/week)

\$77,859.60 - \$97,333.60 per annum

At the City of Leduc, our mission is People. Building. Community. We offer a collaborative and dynamic workplace where our values of Teamwork, Service, Respect and Leadership guide our conduct and contribute to a healthy culture. If you would like to work as part of a progressive organization and enjoy a fast-paced environment, then this may be the opportunity for you.

Come work with us!

At the City of Leduc, we believe in building a safe and welcoming community—one where residents feel supported, protected, and informed. Our Enforcement Services team plays a vital role in upholding this standard. If you have a strong sense of duty, enjoy working with people, and are passionate about public safety, we invite you to bring your skills and experience to our team.

What is the Opportunity?

We're looking for a dedicated **Community Peace Officer I (CPO I)** to join our Enforcement Services team. Reporting to the Community Peace Officer Sergeant, this role is responsible for enforcing provincial statutes and municipal bylaws, responding to public complaints, and providing proactive education to promote community awareness.

As CPO I, your day-to-day duties will include patrolling the city, issuing tickets and warnings, handling public inquiries, and assisting the RCMP in non-criminal matters. You'll also lead community events and support education initiatives aimed at fostering a safe, informed city environment. This is a hands-on role where discretion, empathy, and problem-solving skills are just as important as enforcement expertise.

What will you do?

As Community Peace Officer I, your key responsibilities will include:

- Patrolling the City of Leduc via vehicle, bicycle, or on foot to enforce municipal bylaws and provincial statutes
- Performing enforcement activities such as issuing tickets, warnings, and notices
- Responding to public complaints, inquiries, and service requests with professionalism, tact, and respect
- Using discretion and conflict resolution skills to address community concerns or direct individuals to appropriate resources
- Liaising with the RCMP and external agencies on public safety matters, including accident reporting, found property, and joint force operations
- Organizing and leading Leduc Enforcement Services community events
- Preparing accurate court packages and completing required documentation and data entry within established timelines
- Delivering proactive prevention and education programs to schools, community groups, and residents
- Assisting with crime prevention, law enforcement education, and public awareness initiatives

Who you are?

You are a community-focused law enforcement professional with strong communication skills, sound judgment, and a commitment to public service. You bring:

- Post-secondary education in Law Enforcement or equivalent training
- Minimum of **two years** of law enforcement experience
- Valid PARE certificate completed within the past 6 months
- Eligibility for appointment as a Community Peace Officer I by Alberta Justice and Solicitor General
- Valid Class 5 driver's license with a clean abstract
- Current First Aid and CPR certification, along with PPCT (Pressure Point Control Tactics) training
- Strong organizational, problem-solving, and interpersonal skills

What we Offer?

At the City of Leduc, we believe in taking care of our people. Here's what you can expect:

- **Competitive Salary:** \$77,859.60 - \$97,333.60 per annum
- **Comprehensive Benefits:** Health, dental, and wellness benefits, including a healthcare spending account
- **Pension Plan:** Participation in LAPP (Local Authorities Pension Plan)
- **Recreation Pass:** Free annual City of Leduc recreation pass with access to drop-in programs
- **Time Off:** Starting at 3 weeks of vacation per year
- **Free Parking:** On-site free parking for employees
- **Professional Development:** Training and growth opportunities to support your long-term goals

Important Notes!

- As per the revised Fit for Duty Substance Use Prevention Policy (May 2019), this position has been deemed **safety sensitive** by the employer and as such is subject to reasonable cause and post-incident drug and alcohol testing
- This competition may be used to fill up to **two (2) positions**
- The successful candidate must be able to obtain (and retain) a RCMP issued Enhanced Reliability Security Clearance

Ready to Join Us?

If you're ready to make a meaningful impact on your community while building a rewarding career in law enforcement, we'd love to hear from you!

Apply today by submitting your resume at: www.leduc.ca/careers

Competition closes at 11:59 pm (MT) on **October 15th, 2025**. Due to the high volume of resumes received, we are not able to respond to individual phone calls. This competition may be used to fill future vacancies at the same or lower classification level. We thank all applicants for their interest, however, only those selected for interviews will be contacted.