



Community Peace Officer Sergeant I

Permanent, full-time (35 hours/week)

Pay range: \$89,580.40 - \$111,966.40

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 protected, supported, and informed. Our Enforcement Services team is foundational to maintaining this commitment. If you are a strong leader with extensive enforcement experience and a genuine dedication to public safety, we invite you to bring your expertise to our team.

What is the Opportunity?

We are currently recruiting a **Community Peace Officer Sergeant**, a *safety-sensitive* leadership role responsible for supervising the Community Peace Officer team, supporting daily enforcement operations, and ensuring compliance with the Alberta Justice and Solicitor General's Community Peace Officer Program standards.

Reporting to the Manager, RCMP Administration and Enforcement Services, the Sergeant provides guidance, coaching, and oversight to a team of CPOs while maintaining their own enforcement duties. This role ensures quality control, staff readiness, operational planning, and consistent delivery of high-quality public safety services to the community.

What will you do?

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

- Supervising, coaching, and supporting the Community Peace Officer team, including performance evaluations, scheduling, and workload planning.
- Reviewing approximately 30% of all CPO files to ensure accuracy, compliance, and adherence to provincial and municipal standards.
- Enforcing municipal bylaws and provincial legislation and providing operational support to CPOs and RCMP when required.
- Ensuring staff follow OH&S legislation, safety procedures, and safe work practices.
- Overseeing equipment availability and operational readiness for all officers.
- Providing public education, prevention programs, and community outreach, including presentations to schools and community groups.
- Liaising with RCMP, external agencies, and internal city departments on enforcement, public safety, and crime-prevention initiatives.
- Preparing reports, conducting research, and providing input on enforcement policies, bylaws, and procedures.
- Completing and reviewing court packages, documentation, and file entries within established timelines.

Who you are?

You are an experienced law enforcement professional with proven leadership skills, sound judgment, and a commitment to public service. You bring:

- Post-secondary education in Law Enforcement or equivalent training.
- Three to six years of law enforcement experience, including supervisory or leadership responsibilities.
- Eligibility for appointment as a Community Peace Officer I with Alberta Justice and Solicitor General.
- Current First Aid, CPR, and PPCT certifications.
- Strong decision-making, conflict-resolution, and problem-solving abilities.
- Ability to build strong relationships with staff, the public, RCMP, and external agencies.
- Strong report writing, attention to detail, and familiarity with enforcement documentation and court processes.
- Valid Class 5 driver's license with a clean driver's abstract.

What we Offer?

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

- **Competitive Salary:** \$89,580.40 - \$111,966.40 per annum
- **Comprehensive Benefits:** Health, dental, and wellness benefits, including a healthcare spending account
- **Pension Plan:** Participation in the Local Authorities Pension Plan (LAPP)
- **Recreation Pass:** Free annual recreation pass with access to drop-in programs
- **Time Off:** Competitive vacation entitlements
- **Free Parking:** On-site free parking for employees
- **Professional Development:** Ongoing training, leadership development, and enforcement-related certifications

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
- 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 **December 12th, 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.