

The Opportunity

Lacombe County is seeking a knowledgeable and dedicated professional to serve as the **Manager of CPO Services**. This key leadership position oversees a team of Community Peace Officers (CPOs) while also performing front-line enforcement duties. The Manager of CPO Services is responsible for the safe, effective and efficient operation of the CPO program and for enforcing Lacombe County bylaws along with relevant provincial statutes, acts and regulations.

Key Responsibilities

Leadership & Program Management

- Provide day-to-day supervision, leadership, and guidance to the CPO team.
- Coordinate, assign, and monitor work activities; evaluate program effectiveness and recommend improvements.
- Develop and maintain employee schedules; conduct performance evaluations and support staff development.

Enforcement & Public Safety

- Enforce County bylaws, policies, and applicable legislation through:
 - Maintaining positive public relations at all times.
 - Promoting public education and awareness of the County bylaws and relevant statutes.
 - Conducting patrols to identify and address bylaw contraventions.
 - Managing public complaints and determining appropriate corrective or enforcement actions.
 - Preparing required documentation and initiating enforcement actions when necessary.
- Enforce designated provincial statutes, including but not limited to:
 - Animal Protection Act
 - Dangerous Dogs Act
 - Gaming and Liquor Act
 - Environmental Protection and Enhancement Act
 - Traffic Safety Act
 - Highways Development and Protection Act
 - Tobacco and Smoking Reduction Act
 - Provincial Offences Procedure Act
 - Any additional Acts for which Lacombe County CPOs are duly appointed.

Additional Duties

- Monitor issuance of truck routing permits and inspect for potential road damage.
- Serve as Fire Guardian and member of the Emergency Management Team.
- Identify emerging enforcement issues and develop responsive strategies in consultation with the Director of Community Services.
- Collaborate with other law enforcement agencies, emergency services, and community organizations.



Key Qualifications

- Completion of grade 12 or equivalent and completion of a recognized Law Enforcement, Security or Criminology Diploma or Degree program, or an equivalent combination of education and experience.
- Minimum of 5 years of experience in a supervisory/leadership position, with proven ability to effectively supervise, mentor, develop, and evaluate staff.
- Must possess the Provincial Community Peace Officer I designation and be able to pass the Physical Abilities Requirement Evaluation (P.A.R.E).
- Strong conflict-resolution and public relations skills, with the ability to remain professional and composed in challenging situations.
- Strong computer skills including Microsoft Office 365 and enforcement related software.
- Excellent interpersonal and communication skills, with the ability to engage effectively and respectfully with ratepayers, employees, Council, and the general public.
- Able to work irregular hours including shift work or weekends if required. Able to attend meetings, special events and activities outside of typical work hours.
- Valid Alberta Class 5 driver's license and an acceptable Criminal Record Check that includes a Vulnerable Sector Check is required.
- Must be medically and physically able to perform the duties in all weather conditions on a continual basis.

Why Lacombe County?

Lacombe County is committed to maintaining a vibrant, healthy, safe, caring and inclusive work environment. We hire great people who are looking to contribute to our respectful workplace. We support a work-life balance and offer an excellent compensation package including:

- A pension for Life! This position participates in the Local Authorities Pension Plan, a defined benefit pension plan, where a monthly pension is paid to you for life upon retirement.
- A comprehensive group health and dental plan *plus* an annual health/wellness spending account.
- Annual vacation that increases with each year of employment.

At the County, employees feel connected. They feel valued and have a sense of belonging. Our open door, collaborative and supportive work environment encourages employees to share ideas and work together as a team. It's a respectful workplace and employees are encouraged to express opinions and ideas. And, it's a flexible workplace so that you can balance the work commitments with your life commitments.

If you are a confident leader with extensive Community Peace Officer experience, has a commitment to public service, and who is passionate to make a positive impact, we invite you to apply and help us build a safe, vibrant, and innovative community.

To express interest, please forward your application no later than 8AM, January 5, 2026 to:
hr@lacombecounty.com.

Applications will be reviewed and scheduled for an interview as they are received. This position may be filled before the deadline date. We thank all applicants for their interest; however, only those invited for an interview will be contacted.

Please note: All applicants must be legally entitled to live and work in Canada. This position is considered a safety/sensitive position. The successful applicant will need to participate in the Pre-Employment Drug and Alcohol Testing.

This competition may remain open longer until a suitable candidate is found.