



POSITION

The Job

The Town of Edson is seeking a full-time, permanent Enforcement Supervisor. The Enforcement Supervisor supports public safety by leading the enforcement of Provincial Statutes and Municipal Bylaws within the Town. This role oversees Municipal Enforcement Peace Officers, ensuring consistent enforcement practices, accurate documentation, and compliance with legislative and municipal standards. The position manages proactive and reactive enforcement operations, coordinates investigations, and works closely with internal departments, external agencies, and the community. The Enforcement Supervisor ensures officers are properly trained and equipped and provides regular updates to management and Council on enforcement activities and emerging issues.

The Candidate

The ideal candidate is a skilled enforcement professional with strong leadership experience and a solid understanding of Provincial Statutes, Municipal Bylaws, and Alberta Solicitor General requirements. They excel in investigations, documentation, and coordinating operational priorities, while building effective relationships with partners such as RCMP, Fire Services, EMS, and Town departments. They communicate clearly, demonstrate sound judgment, and approach enforcement with fairness and professionalism. This candidate is committed to staff development, community engagement, and maintaining high standards of public safety.

To learn more about the role and expectations, please consult the attached job description.

About the Town of Edson and our team

Edson's growth over the years is built on the rich natural resources in the region, creating a steady and viable economy now and into the future. Enjoy the vast and beautiful trail system throughout the community, take in some local history at the Galloway Station Museum, explore the great recreation and culture programs offered through our Community Development team, and embrace a lifestyle that lets you reconnect with the things that matter most.

We are looking for the right fit to join our team! At the Town of Edson, every team member takes pride in serving our community. Our success is driven by our core values: Communication, Creativity, Kindness, Respect, and Teamwork. At the Town of Edson, we prioritize culture and finding the right fit. Creating an environment where people feel supported, valued, and part of something meaningful. We believe that when the environment is right, accountability and high performance naturally follow. If you want to be part of a team where it's safe to speak up, take risks, and grow together, we'd love to hear how you see yourself as the right fit for the Town of Edson.

We're proud to be part of a community that supports growth, connection, and quality of life. Learn more about why Edson is a great place to live, work, and thrive at www.ChooseEdson.ca.



What do we offer?

Compensation

The wage range for this position is \$75,500 - \$95,300 per year.

Benefits

This position also offers a robust benefits package, which includes:

- A generous vacation package
- Sunlife benefits through Alberta Municipalities including a Flexible Spending Account
- An excellent defined-benefit pension plan through LAPP

How do you apply?

Please submit your resume and cover letter to the email provided below, quoting competition #EDSOM-202603 by March 8, 2026.

In your cover letter, tell us about how you build relationships, take initiative, prioritize accountability and grow through feedback. Lastly, we'd like to know why this position interests you and what draws you to the Town of Edson.

Applications will be reviewed and interviews scheduled as suitable applicants are identified.

Send your cover letter and resume to:

Email: humanresources@edson.ca

Be sure to quote Competition Number: EDSOM-202603



Position Description
Community & Protective Services
Enforcement Supervisor

General

The Enforcement Supervisor is responsible for supporting and advancing public safety within the Town by overseeing the enforcement of Provincial Statutes and Municipal Bylaws. This role provides leadership to Municipal Enforcement Peace Officers, ensuring consistent enforcement practices, quality documentation, and adherence to legislative and municipal standards.

The position coordinates both proactive and reactive enforcement activities, conducts investigations, supports interagency collaboration, and ensures that officers are trained, equipped, and deployed effectively. The Enforcement Supervisor maintains strong working relationships with internal departments, external agencies, and the community and provides regular updates to management and Council regarding enforcement trends, concerns, and operational activities.

Primary Responsibilities and Authority

Leadership & Staff Supervision (35%)

- Supervise Community Peace Officers, providing operational direction, mentorship, and performance oversight.
- Ensure staff maintain required certifications, including use-of-force, speed enforcement, conflict resolution, and emergency response.
- Ensure all Officers are adequately trained and equipped with personal protective equipment, enforcement tools, and operational resources.
- Review and ensure accuracy of officer reports, files, investigative notes, and enforcement-related documentation.
- Oversee investigations related to collisions, fires, medical incidents, and other safety matters in coordination with emergency services.

Enforcement Operations & Public Safety (30%)

- Enforcement of traffic offences.
- Patrol of parking offences.
- Patrol for Provincial issues and Town Bylaw infractions
- Patrol for any other violations of municipal bylaws, provincial statutes or safety concerns observed including Animal Control.
- Perform all Municipal Enforcement activities, ensuring compliance with Provincial Statutes, Municipal Bylaws, and Alberta Solicitor General standards.
- Participate in proactive patrols and response to public complaints involving traffic enforcement, parking, animal control, provincial statute violations, and municipal bylaw concerns.



Administrative Responsibilities (15%)

- Serve as the Administrative Liaison on the Municipal Policing Committee.
- Provide regular updates and operational reports to the General Manager.
- Assist with departmental budget planning related to training, equipment, and enforcement operations.
- Ensure compliance with all Town policies, enforcement legislation, and Solicitor General requirements.
- Assist with administrative duties associated with the Municipal Enforcement program.

Interdepartmental and External Collaboration (15%)

- Work closely with RCMP, Fire Services, EMS, and other departments to support coordinated public safety responses.
- Attend internal and external meetings to address enforcement concerns and coordinate municipal functions.
- Liaise with residents to explain enforcement policies, processes, and actions as needed.
- Engage in community outreach activities to promote public safety and awareness.

Training & Professional Development (5%)

- Maintain all required certifications including use-of-force and Peace Officer competencies.
- Coordinate and track officer training requirements and ensure ongoing professional development.
- Ensure compliance with all Solicitor General training standards.

Other Duties

- Perform other related duties as assigned to support department operations and community safety.

Human Resources, Team Management, and Leadership

- Foster a team environment which inspires hard work, dedication, collaboration, and fun supporting a positive organizational culture.
- Daily supervision of Business Unit Staff including but not limited to scheduling and timecards approvals.
- Responsible for maintaining a working environment which includes integrity, trust, and respect in accordance with Town policies.
- Responsible for the discipline of Business Unit Staff, while ensuring to work within the parameters of a unionized environment.
- Manage staff daily work plans, department programs and projects to ensure the efficient delivery of services.
- Provide recommendations to the Manager regarding the organizational structure and staffing of the Department.

Financial and Budgetary

- Assist Manager with recommendations and manage the Department's 3-year operating budget.
- Assist the Manager in creating the 10-year fleet replacement program.



- Ensure that all procurement is completed in accordance with the approved budget, Town policies, and other regulatory requirements.
- Practice fiscal responsibility in pursuing alternative sources of funding for department projects to offset the reliance of public funds. (i.e. grants)
- Authorize purchases and accounts within assigned limits.

Corporate/Administration

- Understanding role within adopted policies, procedures and bylaws and ensuring they are followed in decision making and in the delivery of services.
- Ongoing management of Policies and Bylaws under the responsibility of the Department.
- Assist Manager with reports for the Department initiatives and projects to Senior Leaders, Council and the public as required.
- Respect and uphold organizational and staff confidentiality.

Public Relations

- Implement communication protocols for projects and services to ensure timely messaging to citizens.
- Respond to the public's concerns and complaints in a timely and tactful manner, and in accordance with Town policies and bylaws.

Health and Safety

- Actively participate in Formal Workplace Inspections in area of responsibility.
- Review pertinent Hazard Identification, Assessment and Control worksheets on an annual basis as required by the Municipal Health and Safety Program.
- Advise the Manager of all Health and Safety concerns.
- Ensure that all Safe Work Practices and Procedures are followed.
- Act upon all reports of any unsafe conditions, potential work hazards or incidents.

Qualifications

Core Competencies

Knowledge

- Strong understanding of Provincial statutes, Municipal Bylaws, and Peace Officer standards.
- Knowledge of enforcement procedures, investigation techniques, and courtroom requirements.
- Familiarity with community policing models and conflict resolution techniques. The person in this position will be generally familiar with relevant legislation, regulations and standards, and able to ensure the department remains compliant and up to date.
- Maintain a knowledge of Provincial legislation and municipal by-laws governing operation of public leisure and social development services.

Skills

- Strong leadership and supervisory skills.
- Effective communication, investigative, and problem-solving abilities.
- Ability to remain composed and exercise discretion in high-stress situations.
- Proficiency with Outlook, Word, Excel, PowerPoint, and enforcement-related systems.



Job Requirements

- Two (2) years of post-secondary in the field of law enforcement
- Successful completion of an Alberta Solicitor General approved Level 1 Community Peace Officer training course
- Ability to pass an approved physical (PARE/COPAT)
- Ability to obtain Level 1 Peace Officer status
- RCMP enhanced security check is required
- Must have a clean, valid class 5 driver’s license
- Five (5) years’ experience as Level 1 Peace Officer
- Prior supervisory experience is required
- Experience in Outlook, Excel, PowerPoint, Word or similar computer operating systems applicable and approved by the Solicitor General’s office
- Public service and experience with confrontations, high stress and short deadlines

Alternative combinations of education and experience which demonstrably provide the required knowledge and skills may be eligible in certain circumstances.

Working Conditions

The following conditions can be consistently expected in this position.

Physical	Cognitive	Logistical
<input checked="" type="checkbox"/> Safety-Sensitive Work <input checked="" type="checkbox"/> Extreme Heat or Cold <input checked="" type="checkbox"/> Heavy Lifting <input type="checkbox"/> Working at Heights <input type="checkbox"/> Working in Confined Spaces <input checked="" type="checkbox"/> Working Outdoors <input checked="" type="checkbox"/> Office Environment <input checked="" type="checkbox"/> Physically Strenuous Work <input type="checkbox"/> Hazardous Material Handling <input checked="" type="checkbox"/> Repetitive Tasks	<input checked="" type="checkbox"/> Stressful Situations <input checked="" type="checkbox"/> Frequent Multitasking <input checked="" type="checkbox"/> Fast-Paced Environment <input checked="" type="checkbox"/> Minimal Supervision <input checked="" type="checkbox"/> Difficult Conversations <input checked="" type="checkbox"/> Frequent Change <input checked="" type="checkbox"/> Confidential Situations	<input checked="" type="checkbox"/> Computer Operation <input checked="" type="checkbox"/> Variable Hours <input type="checkbox"/> Long Hours <input type="checkbox"/> Multiple Work Locations <input type="checkbox"/> Remote Working Conditions <input checked="" type="checkbox"/> After-Hour Meetings