



COMMUNITY PEACE OFFICER

Help Keep Edson Safe and Connected

The Town of Edson is seeking a Community Peace Officer to support community safety through education, enforcement, and public service. As a representative of the Town, you will work with residents, businesses, and partner agencies to address concerns, encourage compliance, and help create a safe and welcoming community.

In this role, you will conduct patrols, investigate concerns, enforce provincial statutes and municipal bylaws, and respond to public inquiries. You will also support community engagement and crime prevention initiatives, maintain accurate documentation, and contribute to regulatory, court, and emergency response processes.

We are looking for someone who:

- Approaches enforcement with professionalism, respect, and sound judgment
- Communicates effectively with residents, colleagues, and community partners
- Builds positive relationships and handles challenging situations with confidence
- Takes ownership of their work and follows through on commitments
- Works well independently and as part of a team
- Maintains accuracy and attention to detail in their documentation
- Adapts to changing priorities in a dynamic environment

If you are motivated by meaningful public service and take pride in balancing enforcement, education, and community engagement, we encourage you to apply.

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

About the Town of Edson and our team

Edson is a community built on resilience, resourcefulness, and opportunity. Its strong economic foundation, supported by the region's natural resources, continues to drive steady growth and long-term potential. At the same time, Edson offers a quality of life that is grounded in connection, balance, and access to the outdoors, with an extensive trail system, vibrant recreation opportunities, and local culture that reflects the character of the community.

At the Town of Edson, our people take pride in serving the community and contributing to its continued growth. Our work is guided by our core values of Communication, Creativity, Kindness, Respect, and Teamwork, which shape how we collaborate, make decisions, and support one another.

We place a strong emphasis on building a positive and accountable workplace where people feel valued, supported, and trusted in their roles. Our leadership approach encourages open dialogue, thoughtful decision making, and a shared commitment to delivering meaningful results for the community. We believe that when people are supported and aligned, strong performance follows.



We are proud to be part of a community that values growth, connection, and quality of life. To learn more about living and working in Edson, visit www.ChooseEdson.ca.

What do we offer?

Compensation

The wage range for this position is \$38.63 - \$45.47, per hour as per the terms of the CUPE Collective Agreement.

Benefits

The Town of Edson offers a comprehensive and competitive benefits package, including:

- Generous vacation entitlements
- A robust benefits package through Sun Life
- Annual Active Living Allowance
- Participation in the Local Authority Pension Plan (LAPP)

How do you apply?

To apply, please submit your resume and cover letter quoting Competition #EDSOU-202612 by September 22, 2026.

In your cover letter, tell us what interests you about this opportunity, why you would be a strong fit for the role, and what attracts you to the Town of Edson.

Applications will be reviewed as they are received, and interviews may be conducted throughout the posting period.

Please submit your application to:

Email: humanresources@edson.ca

We thank all applicants for their interest. Only those selected for an interview will be contacted. Applicants must be legally eligible to work in Canada.

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



Job Description

General

The Community Peace Officer plays a vital role in our community and represents the Town of Edson with respect to enforcing both provincial statutes and municipal bylaws. They are responsible for maintaining the highest degree of professionalism while intervening in situations that are often difficult.

This person must be an excellent communicator in both verbal and written forms, and must exhibit excellent interpersonal skills dealing with colleagues, stakeholders, and the public.

They will have a diverse and dynamic set of responsibilities and commitment to promote a safe and secure community.

Primary Responsibilities and Authority

Department Operations

- Promoting public awareness and education within the community, while exercising sound judgement and knowledge for compliance with provincial statutes and municipal bylaws.
- Provides and participates in public education and various safety and crime prevention activities. This may include attending and participating at various meetings and events.
- Enforcement of approved provincial statutes and municipal bylaws including issuing warning, tickets, or appearance notices, as required.
- Conducting proactive patrols throughout the community by way of vehicle, foot, or bicycle, with a special focus on playground zones.
- Appropriately documenting and preparing all necessary documentation and reports in the enforcement of all applicable provincial statutes and municipal bylaws while complying with legislation and operating policies and procedures.
- Handling inquiries from citizens and other staff and investigating complaints related to approved provincial statutes and municipal bylaws and provides respectful customer service, including in person, on the phone, on email, and other means of communication.
- Liaise and collaborate with other law enforcement agencies as part of joint or mutual investigations or operations, or during enforcement of provincial statutes and municipal bylaws.
- Read, interpret, and apply, various provincial legislation, municipal bylaws, and policies.
- Testify in court or at administrative tribunals/hearings and ensuring all documentation related to the process has been completed timely and accurately.
- Provides administrative duties including but not limited to documentation of complaints, assistance in the creation and development of policies, procedures, bylaws and other related items, and preparing court packages.
- Providing recommendations for community programs or departmental initiatives.
- Willingness and requirement to work shift work, which may include days, evenings, nights, weekdays, and weekends.
- Comply with applicable Peace Officer and Bylaw Officer code of conducts and all Town Policies and Procedures.

- Assists in emergency/disaster responses under the direction of the Director of Emergency Management as per the Emergency Management Plan.
- Attend training as required.
- Maintains the strictest confidentiality in all matters while adhering to the principles and policies of the *Access to Information Act and Protection of Privacy Act*.
- Immediately report any unsafe conditions, potential hazards, or incidents through the appropriate channels.
- Perform other related duties as directed by supervisor.

Human Resources, Team Management, and Leadership

- Foster a team environment which inspires hard work, dedication, collaboration, and fun supporting a positive organizational culture.
- Responsible for maintaining a working environment which includes integrity, trust, and respect in accordance with Town policies.

Financial and Budgetary

- Practice fiscal responsibility in pursuing alternative sources of funding for department projects to offset the reliance of public funds. (i.e. grants)

Corporate/Administration

- Understanding role within adopted policies, procedures and bylaws and ensuring they are followed in decision making and in the delivery of services.
- Assist with reports on departmental initiatives and projects for Senior Leaders, Council and the public, as required.
- Respect and uphold organizational and staff confidentiality.

Public Relations

- 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.
- Report all Health and Safety concerns through established processes and channels.
- Follow all Safe Work Practices and Procedures.
- Act upon all reports of any unsafe conditions, potential work hazards or incidents.

Qualifications

Core Competencies

- Grade Twelve Diploma or equivalent.
- Two-Year Diploma in Criminal Justice with a focus on Law Enforcement, or equivalent.
- Completion of Community Peace Officer Induction Program (CPOIP).

- Clear Criminal Record and Enhanced Security Clearance.
- Successful, certified completion of the Physical Abilities Requirement Evaluation (P.A.R.E) or other approved testing as required, current within the last 6 months.
- Valid, and acceptable, Alberta class five (5) Drivers' License.
- Current Standards First Aid/CPR training and certification.

Job Requirements

- At least two (2) years' experience as a CPO Level I or equivalent
- Functional computer skills, including the ability to Microsoft Office Products (outlook, word, excel), web browser applications, enforcement reporting systems, and keyboarding skills.
- Minimum of 18 years of age
- Meet all requirements to be appointed to the position of Peace Officer Level 1 as outlined in the *Peace Officer (Ministerial) Regulation*.
- RADAR/LIDAR certification and experience
- Emergency Vehicle Operators Course (EVOC)
- Valid Expandable Baton and Oleoresin Capsicum Aerosol (OC Spray) certification

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
☒ Safety-Sensitive Work ☒ Extreme Heat or Cold ☒ Heavy Lifting ☐ Working at Heights ☐ Working in Confined Spaces ☒ Working Outdoors ☒ Office Environment ☒ Physically Strenuous Work ☐ Hazardous Material Handling ☒ Repetitive Tasks	☒ Stressful Situations ☒ Frequent Multitasking ☒ Fast-Paced Environment ☒ Minimal Supervision ☒ Difficult Conversations ☒ Frequent Change ☒ Confidential Situations	☒ Computer Operation ☒ Variable Hours ☐ Long Hours ☐ Multiple Work Locations ☐ Remote Working Conditions ☒ After-Hour Meetings