

Join our team!

Community Peace Officer I (CPO I)

Community and Protective Services

Full Time

Internal | External

Competition No. CS-24-31

\$79,040 - \$97,209

The City of Wetaskiwin

Welcome to the home of possibility! Do you want to be a part of a different kind of local government? We are a diverse, and eager team that knows it can be done better and we are doing it! Wetaskiwin is a collaborative and inclusive place where we share ideas for making things better; and turn these ideas into actionable plans. Our values are Trust, Resourcefulness, and Integrity. Here we cultivate well-being through our team's dedication to building positive, trusting, and fulfilling relationships.

Located only 35 minutes south of Edmonton and 55 minutes north of Red Deer, the City of Wetaskiwin provides all the amenities and quality of life of an urban-rural center.

The Opportunity

Reporting to the Peace Officer Program Supervisor, the CPO I is responsible for ensuring the delivery of professional standards of Municipal Bylaws and Provincial Statutes in accordance with the policies set out by Council and the authorities appointed by the Province of Alberta. The CPO I through observation and the receipt of complaints, enforces municipal bylaws and provincial statutes within the community, as well as observe traffic, conduct traffic stops, issue warnings, violations, or tickets as appropriate.

Key Responsibilities

- Conduct investigations into complaints and incidents involving violations of Municipal Bylaws and selected Provincial Statutes.
- Collect evidence relating to investigations into complaints and incidents involving violations of Municipal Bylaws and selected Provincial Statutes.
- Prepare Prosecutor Information Sheets and Court Briefs concerning a charge or ticket.
- Complete required reports relating to on duty activities such as Use of Force, Occurrence etc.
- Respond to complaints from the public regarding Municipal Bylaws and Provincial Statutes.
- Conduct traffic control for emergency situations, parades, funeral processions, and other activities as required or requested.
- Participate in patrol vehicle Daily Inspection Program and undertakes vehicle preventative maintenance associated with this program.
- Conduct public education seminars and assist with development of public awareness programs.
- Assist in the drafting or amending of Bylaws affecting Enforcement Services.
- Operate a computer to investigate complaint history and conduct routine clerical assignments.
- Operate the Automated Traffic Enforcement Equipment.

- Handle animals as required as needed according to City Bylaws and Animal Protection Act.
- Work and liaise with external organizations, resources, associations, prosecutors, and other agencies as required.

Health and Safety

- Understand and adhere to the policies, principles and practices of OH&S legislation, and the City's requirements, as these obligations pertain to this role.
- Consistently prioritize safety protocols and regulations while carrying out responsibilities.
- This role requires a high level of physical and mental fitness as the CPO I may engage in physically demanding tasks such as patrolling, responding to incidents, and managing potentially challenging situations under various conditions including, but not limited to, adverse weather or high-stress environments.

Education, Qualifications, and Work Experience

- Diploma in Police Studies, Enforcement, Criminology, or a related field combined with 3 years of enforcement experience. Previous experience working in Municipal Government is an asset.
- Meet the full Community Peace Officer Level One appointment requirements.
- Possess successful (certified) completion of the Physical Abilities Requirement Evaluation (P.A.R.E.) within the last six (6) months.
- Hold Current First Aid and CPR.
- Defensive Tactics training course is an asset.
- Radar/Lidar Training is an asset.
- Commercial Vehicle Training is an asset.
- Court experience is an asset.
- ROADS experience is an asset.
- REPORT EXEC experience is an asset.
- Previous Automated Traffic Enforcement Experience is an asset.
- Animal control experience is a definite asset.
- Ability to acquire and maintain an RCMP enhanced reliability security clearance is required.
- Possess a valid Class 5 Alberta driver's license, with the ability to provide a 5-year Driver's Abstract that demonstrates safe and responsible driving behavior that is satisfactory to the City.

Knowledge, Skills, and Abilities

- Exceptional interpersonal skills with a strong ability to foster teamwork and deliver positive customer service both externally and internally.
- Skilled in exercising discretion, tact and diplomacy when interacting with the public, with a strong ability to maintain confidentiality and handle sensitive information appropriately.
- Able to handle and resolve confrontational situations.
- Possess independent decision-making, problem solving and analytical skills.
- Skilled in negotiation, influence, and conflict resolution with the capability to make quick, informed decisions grounded in strong knowledge of laws and regulations.
- Excellent written and oral communication skills.
- Thorough understanding of relevant legislation, and best practices in enforcement.
- Able to work a 40-hour work week including days, evenings, weekends, and holidays.
- Proficient in the use of computers and Microsoft Office.

What We Offer

- Benefits (Include Health, Dental, Vision and Life Insurance).
- Pension through Local Authority Pension Plan (LAPP).
- Employee Family Assistance Program.
- 2 Personal Days per Year with Additional Anniversary Day Off.
- Opportunities for growth within the organization.
- Discounted (optional) membership to the Manluk Regional Aquatic and Fitness Centre.

Application Deadline and Details

Application deadline: December 1, 2024.

How to apply: Please visit: Wetaskiwin.ca

The City of Wetaskiwin is an equal opportunity employer. We celebrate diversity and encourage applications from all qualified individuals.

The personal information submitted pursuant to this advertisement will be utilized for this employment opportunity only and is subject to compliance with the Freedom of Information and Protection of Privacy Act.

Applicants are thanked in advance for their interest, however, only those selected for an interview will be contacted.