

## COMMUNITY PEACE OFFICER

### MUNICIPAL DISTRICT OF GREENVIEW, ALBERTA

**DEPARTMENT:** Community Services – Enforcement Services

**LOCATION:** Grande Cache, AB

**STATUS:** Accepting applications until a suitable candidate is found.

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*Located in Northwest Alberta, the Municipal District of Greenview is a vast and diverse area rich in oil and gas, fertile farmland, tourist destinations, and mixed wood forests. As the third-largest rural municipality in Alberta, Greenview boasts diversity in economic activities and an extraordinary landscape. Greenview's economy is strengthened by its diversity, a talented workforce and an entrepreneurial spirit that is second to none. Our residents experience adventure right in their backyards with lakes, rivers, Rocky Mountain peaks and vast prairies offering a year-round outdoor playground for all ages.*

#### ESSENTIAL DUTIES AND RESPONSIBILITIES:

The Community Peace Officer (CPO), through observation and the receipt of complaints, enforces municipal bylaws and provincial statutes within the community. This position will be based out of Grande Cache, AB.

#### MAJOR

- Shall be responsible for enforcing all municipal bylaws and provincial statutes including but not limited to:
  - Animal Protection Act
  - Commercial Vehicle Safety Regulation
  - Dangerous Dogs Act
  - Environmental Protection and Enhancement Act
  - Gaming and Liquor and Cannabis Act
  - Petty Trespass Act
  - Prevention of Youth Tobacco Act
  - Provincial Offences Procedures Act
  - Tobacco Reduction Act
  - Trespass to Premises Act
  - Traffic Safety Act
  - Vehicle Equipment Regulation
  - Forest and Prairie Protection Act
- Acts as a Peace Officer by observing traffic, conducting traffic stops, issuing warnings, violation tags, or provincial tickets as appropriate.

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- Receives and investigates complaints involving bylaw violations; issues tickets or compliance orders, advises complainant with respect to action taken; follows up with complainants when necessary to ensure compliance.
- Maintains records of tickets and infractions for follow-up and/or prosecution purposes.
- Assist MD departments with the removal of parked or abandoned vehicles, snow removal, business licenses, property checks, and various enquiries.
- Works in cooperation with the local RCMP on criminal offenses related to municipal property, property damage reports, and traffic issues.
- Maintains and controls exhibits and lost and found items; maintains appropriate records and ensures that items are disposed of properly when required.
- Educates the public with respect to municipal bylaws and provincial statutes to improve compliance.
- Aid emergency response agencies and outside agencies as required.

## MINOR

- Must attend training sessions as required.
- Complete and submit timesheets and expense claims in a timely manner.
- Perform other duties as assigned.

## QUALIFICATIONS / EDUCATION / EXPERIENCE:

- Grade 12 diploma supplemented by a two-year diploma in law enforcement, criminal justice, or related field. Equivalent combinations of education, training and experience may be considered.
- Completion of the Alberta Justice and Solicitor General peace officer training within the last 5 years is preferred.
- Assets include training and certification in: OC spray, ASP baton, Shotgun, experience in traffic enforcement—radar and laser, familiarity with traffic related legislation, familiarity with Commercial Vehicle Weights and Dimensions enforcement, and experience in municipal bylaw enforcement.
- Defensive driving certification and experience in snowmobile, UTV and ATV.
- Eligible to obtain appointment as a Municipal Community Peace Officer Level 1 and obtain a clear criminal record check conducted by the RCMP.
- Valid Alberta Class 5 Drivers License (or provincial equivalent) with 5-year clean drivers abstract.
- Must be willing to work shift work, weekends, and statutory holidays.
- Have first aid and CPR.
- Have a valid Possession Acquisition License (PAL).
- Successful completion of an approved physical requirements (PARE) test within 4 minutes and 45 seconds (4:45) within the past (6) six months

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- Three to four years of related experience
- Excellent communication (verbal and written), interpersonal, organizational, and time management skills.
- Strong customer service skills, a positive attitude, and the ability to adapt quickly to changing priorities.
- Skilled in exercising good tact and sound judgement when dealing with difficult situations, and recognize and react appropriately to dangerous situations
- Ability to work both independently and collaboratively in a team environment
- High degree of proficiency with standard MS Office suite, Windows and database software
- Emergency vehicle operators experience and training certification (EVOC)
- Experience and training with computers and programs (such as ROADS/MOVES, JOIN, CPIC)

#### SKILLS REQUIRED:

- Thorough knowledge of municipal bylaws and applicable provincial statutes
- Thorough knowledge of law enforcement practices and techniques
- Ability to communicate effectively in both oral and written forms
- Ability to encourage and persuade the public to comply with bylaws or statutes
- Ability to make decisions on how to effectively enforce bylaws and statutes
- Ability to use GIS and related computer software in performing the work
- Skill in dealing with people in a variety of emotional state
- Must have excellent judgement and interpersonal communication skills in promoting customer relations

#### INDEPENDENCE AND SCOPE OF IMPACT:

Decisions, made with respect to Bylaw/ Provincial enforcement, may lead to legal action against the Greenview which may lead to financial loss and damage the image of the Greenview. Positive interaction with the public increases the likelihood that bylaw infractions will be corrected voluntarily and creates a good public image for the municipality. The work is performed with little or no supervision but consultation with a supervisor or law enforcement agencies is possible when direction is required.

#### CONTACTS:

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- Internal—regular contacts are maintained with other Greenview departments, mostly with respect to sharing information
- External—regular contacts are maintained with the public, business owners, and homeowners explaining bylaws and statutes and the steps needed to comply with same
- These contacts often require tact, diplomacy, and the ability to influence and persuade

#### WORKING CONDITIONS AND PHYSICAL ENVIRONMENT:

- Extensive use of computer and telephone
- Long periods of sitting, good lighting, temperature and noise control
- Minimal physical effort; occasional light lifting
- Required to attend and investigate emergency response sites with unsettling images and content
- Subject to working in outdoor environment – heat, cold, dry, dusty and / or wet conditions as well as insects, bees and wildlife
- Use and operation of a vehicle
- Normal working day consists of 7.5 hours; however there may be evening or weekend work required
- Physical ability to carry out the duties of the position

#### HEALTH & SAFETY:

- **All personnel working at the Municipal District of Greenview are governed by the Municipal District Health & Safety Policy.**
- Ensures all operations are conducted in a safe manner and in accordance with Municipal District Policies and Occupational Health & Safety Regulations.
- Ensure proper ergonomic requirements are met and good ergonomic procedures are practiced.

Note: The above statements are intended to describe the general nature and level of work being performed by the incumbent of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.

#### HOW TO APPLY:

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Interested candidates may submit cover letter (*stating the position you are applying to*) and resume in one of the following ways:

By E-mail: [careers@mdgreenview.ab.ca](mailto:careers@mdgreenview.ab.ca) (*please quote the position in the subject line*)

By Confidential Fax: 780-524-3981

Mail or Drop Off: Municipal District of Greenview No. 16  
4806 – 36 Ave., Box 1079  
Valleyview, Alberta T0H 3N0

**While we truly appreciate all applications, only those selected for an interview will be contacted.**

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