

Competition ID: J0325-0892

Job Type: Permanent Full Time

Department: Protective Services  
Hours Per Week: 37.5  
Date Posted: March 21, 2025

Job Category: Enforcement Services  
Wage: \$96,522 - \$122,803/year  
Closing Date: April 6, 2025

## Peace Officer

This position is responsible for enforcing County bylaws and selected Provincial Statutes. Will respond to and investigate complaints, assist in prosecution, traffic matters and emergency situations within the County jurisdiction, and participate in public education, awareness, and cooperative initiatives with the public from time to time.

This position is a safety sensitive position as it works with potentially dangerous animals and involves driving for long periods even during very poor weather conditions.

### KEY DUTIES AND RESPONSIBILITIES

#### **Enforcement of County Bylaws and Provincial Selected Statutes (80%)**

- Performs duties in accordance with Sturgeon County Peace Officer Handbook.
- Conducts investigations, collect evidence, and deal directly with complainant and violator, resolve issue through court action, warnings, or mediation. Enter all investigations into County software system.
- Conducts proactive patrols for bylaw and provincial infractions.
- Performs related contractual services (i.e., Town contracts) as assigned.
- Liaises with legal counsel and courts officials. Prepares court briefs and serve documents. Testifies for Crown in provincial and bylaw matters.
- Assists in traffic matters involving County fires and emergency situations, processions, motor vehicle collisions and traffic related enforcement campaigns.
- Enhances RCMP traffic enforcement efforts as assigned.
- Assists other personnel on matters that may involve a security concern.
- Ensures that equipment is procured and that it is maintained by adhering to maintenance schedule.
- Issues fire permits.

### **Public Education, Information, and Public Relations (10%)**

- Acts as resource person for inquiries regarding County bylaws and provincial statutes whether by public, media, or County staff request.
- Responds to complaints from the public and other County departments regarding violations of County bylaws and Provincial Statutes.
- Conducts public presentations/displays as assigned.
- Liaises with the R.C.M.P., Peace Officers from other municipalities, or other law enforcement officials for the purpose of carrying out the duties of the position.

### **Other Related Duties (10%)**

- Performs Animal Control duties as required.
- Recommends additions or amendments to bylaws.
- Prepares information for input into administrative reports.
- Performs other related duties as required.
- Adheres to applicable responsibilities and accountabilities as outlined in the Sturgeon County Health and Safety Management System.
- Adheres to all of Sturgeon County's policies, bylaws, procedures, and processes, as well as aligns work to the Sturgeon County values.

## **KNOWLEDGE, EDUCATION, QUALIFICATIONS, SKILLS, ABILITIES, AND EXPERIENCE**

### **Required:**

- Post-secondary diploma in Law Enforcement or equivalent.
- Class 5 driver's license and acceptable Drivers Abstract.
- Eligibility for Peace Officer Level One appointment.
- Radar/LIDAR Certification.
- Standard First Aid Certificate, including CPR and AED certification.
- Valid Physical Abilities Requirement Evaluation (P.A.R.E ) certification
- A clear Criminal Record (Vulnerable Sector) with periodic renewal as required.
- A valid PARE test result.
- Broad understanding of provincial statutes, municipal law, and court procedures.
- Strong interpersonal, relationship-building and communication skills with a proven ability to effectively influence others, with the ability to discuss and reach an agreement on issues in an objective, logical and sensible manner, demonstrating respect, courtesy, and tact.
- Ability to prioritize and manage time effectively, working well and effectively under pressure with competing priorities.
- Strong organizational skills.

- Ability to deal effectively with complaint investigation and resolution with good listening, problem solving and conflict management skills.
- Sound and logical judgement and confidentiality when involved in animal control situations.
- Ability to exercise and apply sound judgment, solve complex problems, take initiative, and make informed decisions.
- Ability to work in a team environment or independently, with the ability to be self-motivated and demonstrating commitment to the team's goals and to continual learning.
- Ability to maintain confidentiality.
- Attention to detail.
- Proficiency in MS Office suite of products.

**Asset:**

A minimum of three (3) years related experience working in law enforcement. Preferences given to those individuals with more experience.

**Interested? Please click [here](#) or visit our website [www.sturgeoncounty.ca](http://www.sturgeoncounty.ca) to apply prior to the April 6, 2025, deadline.**