



Are you looking for your next Career Challenge?

Community Peace Officer Level 1

If you are looking for the best Community Peace Officer position in the Province of Alberta look no further than the Municipal District of Willow Creek. Our CPO program offers the opportunity for officers to serve two rural, and two smaller urban communities. This provides for the application of a diverse number of both local bylaw and provincial statutes – we can guarantee that no two days are alike! A challenging position that is supported by a robust network of supportive co-workers, common sense municipal policies and an organizational culture that fosters a team environment.

Our community is nestled in the heart of rural Alberta, offering convenient access to a wide range of amenities, including recreation, shopping, education, and employment opportunities for family members. Whether you prefer an urban or rural lifestyle, housing options are readily available to suit your needs.

If you are an experienced Community Peace Officer seeking a unique and rewarding opportunity – we want to hear from you!

Position Description:

- Regularly patrol the municipalities, focusing on the prevention and protection of municipal infrastructure. The patrol area is a large geographical area that encompasses nearly 7000 km² of mountains, forest reserves and ranches to the west and farmland, rural acreages, industry and urban centers to the east.
- Education and enforcement of municipal bylaws, along with provincial statutes authorized under the authority of the Minister of Public Safety and Emergency Services. Currently officers are appointed, in full or in part, with the following provincial acts: *Animal Protection Act, Dangerous Dogs Act, Environmental Protection and Enhancement Act, Forest and Prairie Protection Act, Fuel Tax Act, Gaming Liquor and Cannabis Act, Petty Trespass Act, PAPA, POPA, Tobacco Smoking and Vaping Reduction Act, Traffic Safety Act and Trespass to Premises Act*. They are also permitted to exercise duties in relation to primary highway enforcement.
- Investigate complaints and disputes and take appropriate action to render assistance and enforce the laws within the Community Peace Officer's jurisdiction.
- Issue Violation Tickets, prepare incident reports, timesheets, court packages, administrative reports and monthly reports, as well as other documentation required by the Director of Emergency Services.
- Provide educational programs to residents of the municipalities through workshops and open houses.
- Work with federal or provincial law enforcement agencies to coordinate joint activities that promote safety on the landscape and in our communities.
- Provide municipal fire departments and other first responders with assistance at emergency scenes, and other potentially hazardous situations.
- Be part of the municipal Incident Management Team during disasters or large-scale emergencies.

Requirements:

- Three to five years of municipal experience as a CPO1 preferred.
- Hold radar/lidar, PPCT/Baton/OC and basic defensive tactics certifications.
- Shotgun and Pepperball device training, or willing to obtain.
- EVOC and ATV training, or willing to obtain.
- Commercial Vehicle Weights and Dimensions training, or willing to obtain.
- Standard First Aid with AED.
- Exceptional interpersonal communication (oral and written), problem solving, decision-making, organizational, conflict management, mediation, investigative, and planning skills, with the ability to interact in a manner that builds trust, credibility and rapport with the citizens of the municipalities, local law enforcement agencies, municipal fire service, municipal council and administration.
- The ideal candidate will:
 - Demonstrate through their work history the ability to remain calm and neutral in conflict situations.
 - Provide the ability to choose education over enforcement and discussion over conflict.
 - Seek to become integral in the fabric of the community by working proactively with all stakeholders including volunteer groups and associations, education, health and other agencies.
 - Demonstrate good character, judgment and an ability to work in a team-based environment.
- Clean criminal record and vulnerable sector check, as well as no outstanding criminal charges.
- Successful completion of an approved PARE with a passing time of 4:45.
- Valid Class 5 Alberta Operator's License, along with a clean Driver's Abstract.

Applicants must be available to work an eight-hour day, 40-hour week, that includes a rotation of days, evenings and weekends.

We Offer:

- Exciting opportunity to work in a team-based, supportive environment.
- Ongoing opportunities for personal and professional development.
- Positive working environment.
- Competitive compensation.

Only **e-mail** resumes will be accepted. All resumes must include three professional references. Please forward your resume in care of:

Kelly Starling – Director of Emergency Services
kelly@mdwillowcreek.com

We are also open to candidates who may not meet all qualifications but are eager to learn! If you have a passion for public safety and the right attitude, we encourage you to apply. We are willing to provide the necessary training and support to help you meet the requirements and grow within the role. This competition will remain open until a suitable candidate is found. We thank all applicants for their interest, however; only those selected for an interview will be contacted.

www.mdwillowcreek.com - Check out our community and our lifestyle.