



EMPLOYMENT OPPORTUNITY

Community Peace Officer

Athabasca County is currently accepting applications for a full-time, permanent, Community Peace Officer to join our Community & Protective Services department.

Reporting to the Manager of Protective Services, the Community Peace Officer is responsible for ensuring compliance with Municipal Bylaws, Provincial Acts, and providing a positive presence in the community through community engagement and proactive public education.

Key Responsibilities:

- Ensure compliance of Athabasca County Municipal Bylaws and applicable Provincial Statutes.
- Respond to inquiries and investigate complaints involving bylaws and provide information and interpretation to officials, business representatives, rate payers, and the general public.
- Promote and enhance traffic safety through traffic observation, conducting traffic stops, issuing warnings and/or violation tags or provincial tickets.

A detailed job description can be found on the Athabasca County website under Career Opportunities at www.athabascacounty.com.

Minimum Requirements:

- Ability to obtain Community Peace Officer 1 appointment from the Alberta Solicitor General
- Valid Class 5 drivers license, supported by an acceptable driver abstract
- Valid Physical Abilities Requirements Evaluation (PARE) within the past 6 months
- A clean Criminal Record Check and Enhanced Security clearance including vulnerable sector.
- Valid certification/training in the following considered an asset:
 - PPCT, First Aid and level C CPR, EVOC, TPR, RADAR/LIDAR, TDG

Athabasca County offers a competitive salary and comprehensive benefits package including employer paid extended health, pension with LAPP, and attractive paid time off policies.

Those interested in this challenging and rewarding career opportunity are asked to submit a resume and cover letter by **May 01, 2025** to:

Jenn Bellward
Human Resources Manager
hr@athabascacounty.com
(Fax): 780-675-5512
RE: Community Peace Officer

We thank all applicants for their interest; however, only those selected for an interview will be contacted.



Dept.:	Community & Protective Services	Type:	Permanent (FT)
Class:	Salaried	Salary:	\$81,628 - \$101,650.10

ROLE OF THE COMMUNITY PEACE OFFICER (CPO 1)

Reporting to the Senior CPO, the Community Peace Officer (CPO1) is responsible for ensuring compliance with Municipal Bylaws, Provincial Acts, and providing a positive presence in the community through community engagement and proactive public education.

RESPONSIBILITIES

1. Respond to inquiries involving municipal bylaws and provide information and interpretation to officials, business representatives, rate payers, and the general public.
2. Promote public safety through community involvement, positive visibility and public relations.
3. Receive and investigate complaints involving Municipal Bylaws. Issue violation tickets; collect, compile, and maintain evidence when required for Court action and the preparation of court documents; liaise with internal and external parties for coordinated response to joint investigations; represent the municipality in a court of law.
4. Promote and enhance traffic safety through traffic observation, conducting traffic stops, issuing warnings and/or violation tags or provincial tickets, and use of radar, laser/LIDAR.
5. Conduct mobile patrols of the municipality including parks, campgrounds and municipal roads for the purpose of preventing and detecting violations of County Bylaws and selected Provincial Statutes.
6. Prepare reports and correspondence regarding the status of investigations and/or complaints as required and maintain complete and accurate records within the applicable software and systems.
7. Liaison with SPCA, animal rescue organizations, local veterinary clinics, and other external agencies in regards to canine control and other areas of concern.
8. Conduct or contribute to public education related to the mandate of the Community Peace Officer.
9. Ensure compliance with all OH&S legislation and County policies and procedures.
10. Attend emergency scenes and assist other emergency services as required within the scope of authority. Assist in emergency/disaster response as per the Emergency Management Plan.
11. Other duties as assigned.



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QUALIFICATIONS & SKILLS

- A minimum of three (3) years of directly related experience, preferably with experience in traffic enforcement, municipal bylaw enforcement, and commercial vehicles in a rural setting.
- Ability to obtain Community Peace Officer 1 appointment from the Alberta Solicitor General.
- Valid Physical Abilities Requirements Evaluation (PARE).
- PPCT training as certified by the Alberta Solicitor General; and, continued re-certification as required to maintain a CPO 1 status and PPCT requirements.
- Valid First Aid certification.
- Ability to interpret Municipal Bylaws, Provincial legislation, and other related regulations as applicable.
- Knowledge of commercial vehicle and dangerous goods legislation and enforcement and ability to obtain credentials.
- Ability to handle potential conflict situations, deal with stressful situations and react with good judgement, diplomacy and tact.
- Articulate written and oral communication skills including public speaking.
- Functional computer skills, including the ability to utilize Microsoft Office Suite, web browser application, and reporting systems and software.
- Valid Class 5 Drivers License and acceptable Driver's Abstract.
- A clean Criminal Record Check and Enhanced Security clearance including vulnerable sector.

OTHER CONSIDERATIONS

- This position consists of a shift rotation of 40 hours per week and may include a compressed work week and averaging agreement that includes day, evening, and weekend shifts.
- Exposure to various animals, including animals in distress.
- Position requirements involve the risk of exposure to potentially dangerous or volatile situations. Appropriate safety gear and equipment must be worn at all times while on duty.