

Community Peace Officer

Permanent/Full-Time



 www.draytonvalley.ca

 HR@draytonvalley.ca

Qualifications / Experience

- Minimum of a two-year Law Enforcement College Diploma or University Degree in a related field OR equivalent experience within the law enforcement field;
- Individual must meet the requirements to be appointed to the position as Community Peace Officer Level 1 or 2 as laid out by the Solicitor General of Alberta (i.e., Criminal and Character background check);
- Individual must have passed a physical fitness (PARE) test current within the last 6 months;
- Individual should have RADAR/LIDAR certification or the ability to obtain certification for traffic enforcement duties;
- Clear Criminal Record Check; and,
- Valid Class 5 Driver's License and clean Driver's Abstract.

Visit the website at www.draytonvalley.ca for more information on the Town of Drayton Valley.

ABOUT THE ROLE

Drayton Valley is a vibrant and diverse community of 7,200 sitting high above the North Saskatchewan River. Drayton Valley is located 90 minutes southwest of Edmonton. Oil and gas is the primary driver of Drayton Valley's economy, but agriculture and forestry also play important roles. As the center for a trading area of around 30,000 people, Drayton Valley offers many of the services and amenities usually found in larger communities.

The Community Peace Officer Level 1 plays a vital role in our community with respect to enforcing Provincial Statutes and Municipal Bylaws. The incumbent candidate will have a diverse and dynamic set of responsibilities and a commitment to promote a safe and secure community.

APPLICATION DETAILS

Please submit a cover letter and resume clearly outlining your education, experience and qualifications as they relate to this position and submit via email to HR@draytonvalley.ca

**Applications will be accepted until:
Suitable candidate is found**

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

EMPLOYMENT OPPORTUNITY			
Position Title	Community Peace Officer – Level 1	Closing Date	When suitable candidate is found
Department	Protective & Emergency Services	Reporting To	Fire Chief
Level/Grade	<input checked="" type="checkbox"/> Full Time <input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Part-Time	Hours Per Week	40

General Description

Drayton Valley is a vibrant and diverse community of 7,200 sitting high above the North Saskatchewan River. Drayton Valley is located 90 minutes southwest of Edmonton. Oil and gas is the primary driver of Drayton Valley's economy, but agriculture and forestry also play important roles. As the center for a trading area of around 30,000 people, Drayton Valley offers many of the services and amenities usually found in larger communities. To continue to enhance the quality of life in our communities, we seek individuals who thrive on challenges, who provide excellent customer service in a fast-paced environment, and whose positive energy enables the Town to grow and prosper.

Reporting to the Fire Chief, the Community Peace Officer Level 1 plays a vital role in our community with respect to enforcing Provincial Statutes and Municipal Bylaws. The incumbent candidate will have a diverse and dynamic set of responsibilities and a commitment to promote a safe and secure community.

Duties and Responsibilities

Responsibilities include, but are not limited to:

- This position will promote public awareness and education within the community, exercising sound judgement and knowledge to encourage voluntary compliance with the Town's Bylaws through education before regulation.
- Provide friendly and informative education to the public, relating to municipal bylaws and bylaw services. This may include distribution of brochures, participating in school tours/visits, community events and public speaking engagements as assigned
- The position will encompass crime prevention initiatives and community safety programming.
- This position involves regular interaction with the community through patrols reporting unsafe and or unsecure situations that may arise, regular traffic enforcement, handling citizen inquiries, and the investigation of complaints related to bylaws and statutes.
- Liaise and collaborate with RCMP officers as part of joint or mutual investigations, or during enforcement of Municipal and Provincial laws.
- Establish or maintain ongoing professional relations with the local Crown Prosecutors' office, and other Provincial or Municipal resources or agencies.

- Assist in emergency/disaster responses under the direction of the Director of Emergency Management as per the Emergency Management Plan.
- Receives and investigates inquiries or complaints for animal control and animal protection when designated Animal Control officer is unavailable.
- Perform other related duties that may arise.

Decision Making Role

Officers are permitted a high level of discretion during public interactions while enforcing Provincial Statutes and Municipal Bylaws. An officer must demonstrate fair, objective, and defensible decisions that are well-reasoned.

This position requires the ability to work independently, yet cooperatively with all departments addressing protective requirements of Town infrastructures, and also with partner Municipalities and organizations within program guidelines.

Major Inter-Personal Contacts

Regular contact is maintained with other municipal departments, the general public, business, and homeowners. Information sharing internally and education of the public on bylaws and statutes are required in the position. Various opportunities arise that require an officer to effectively communicate matters and resolve conflict during the enforcement of Municipal Bylaws.

Qualifications

- Minimum of a two-year Law Enforcement College Diploma or University Degree in a related field OR equivalent experience within the law enforcement field;
- Minimum 18 years of age;
- Individual must meet the requirements to be appointed to the position as Community Peace Officer Level 1 as laid out by the Solicitor General of Alberta (i.e., Criminal and Character background check);
- Individual must have passed a physical fitness (PARE) test current within the last 6 months;
- Individual should have RADAR/LIDAR certification or the ability to obtain certification for traffic enforcement duties;
- Ability to interpret and apply Provincial and Municipal Legislation;
- Ability and willingness to work in all types of weather conditions and emergency conditions;
- Work independently with minimal supervision;
- Ability to handle potential conflict situations, deal with stressful situations and react with good judgment, diplomacy and tact;
- Ability to hold confidential matters in strict confidence;
- Ability to problem solve with little or no direction;
- Standard First Aid/CPR training and certification;

- Oleoresin Capsicum Aerosol Training, Expandable Baton Certification or the ability to obtain these credentials;
- Strong interpersonal skills including tact and diplomacy;
- Articulate written and oral communication skills including public speaking;
- Knowledge of commercial vehicle and dangerous goods legislation and enforcement or ability to obtain credentials;
- Functional computer skills, including the ability to use email, Microsoft Office Products, web browser application, Police Reporting systems, and keyboarding skills required;
- Clear Criminal Record Check; and,
- Valid Class 5 Driver's License and clean Driver's Abstract.

Experience

- Minimum of two years current experience directly related to law enforcement with primary experience in Municipal Policing and working with Alberta Provincial Statutes

Other Considerations

- This position requires extensive outside travel and outside work with respect to patrol coverage
- This position requires participation in shift rotation that includes evenings and weekends
- Potential exposure to various animals while assisting designated Animal Control Officer
- 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.

Additional Information

As a team player you possess a strong work ethic and a commitment to excellence. If you like being challenged, then we would like to hear from you. Please submit a cover letter outlining your skills and experience as they relate to the position along with your resume in confidence to:

Human Resources

Town of Drayton Valley

Box 6837

Drayton Valley, AB, T7A 1A1

Fax: (780)542-5753

Email: HR@draytonvalley.ca

We thank all applicants for their interest. However, only those selected for an interview will be contacted. All information collected for the above offer of employment is done under the provision of the Freedom of Information and the Protection of Privacy legislation and will be used only for the evaluation of candidates.