

EMPLOYMENT OPPORTUNITY

Community Peace Officer - Level I

Full-Time / Permanent

QUALIFICATIONS/EXPERIENCE

- Grade 12 or an equivalent qualification;
- Post-secondary Law Enforcement diploma or degree, OR equivalent experience and education within the law enforcement field;
- Minimum 18 years of age;
- Clear Criminal Record Check
- Completion of the Community Peace Officer Induction Program (CPOIP) or equivalent;
- Individual must meet the requirements to be appointed to the position as Community Peace Officer Level 1 as outlined in the *Peace Officer (Ministerial) Regulation*.
- Successful certified completion of the Physical Abilities Requirement Evaluation (P.A.R.E.) or other approved testing as required, current within the last 6 months;
- Valid Oleoresin Capsicum Aerosol (OC Spray) and Expandable Baton Certification;
- RADAR/LIDAR certification is considered an asset;
- Emergency Vehicle Operators Course (EVOC) certification is considered an asset;
- Obtain and Maintain an RCMP Enhanced Reliability Screening Clearance.
- Ability to handle potential conflict situations, deal with stressful situations and react with good judgment, diplomacy and tact;
- Ability to problem solve and multi-task with little or no direction;
- Current Standard First Aid/CPR training and certification;
- Strong interpersonal skills including tact and diplomacy;
- Articulate written and oral communication skills including public speaking;
- Functional computer skills, including the ability to use email, Microsoft Office Products, web browser application, Enforcement Reporting systems, and keyboarding skills required; and,
- Valid Class 5 Alberta Drivers License, or equivalent, and clean Driver's Abstract with no more than 5 demerit points.

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 can also be mailed to or dropped off at:

Attention: Human Resources
Town of Drayton Valley 5120-52 Street, Box 6837 Drayton Valley, AB T7A 1A1



ABOUT THE ROLE

The Town of Drayton Valley is seeking a person to fill the role of Community Peace Officer Level I

Looking for reasons to make Drayton Valley home? Nestled in a beautiful part of Central Alberta, Drayton Valley is surrounded by abundant forests, rivers and rolling hills. This connection to nature is part of a holistic lifestyle Drayton Valley residents enjoy year-round with hiking, rafting, snowshoeing, cross country skiing, and more!

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.

The Town of Drayton Valley is an inclusive employer that values diversity and invites applications from all qualified individuals.

The Town of Drayton Valley strives to provide an accessible workplace for all, including throughout the application and selection process through reasonable access and accommodations. Should you require accommodation through any stage of the recruitment process, please email hr@draytonvalley.ca.

We thank all applicants in advance for their interest; however, only those selected for further consideration will be contacted. If you are unsuccessful, please accept our appreciation for your interest.

Applications will be accepted until a suitable candidate is found.

JOB DESCRIPTION

POSITION: Community Peace Officer – Level I
DIVISION: Protective Services
DEPARTMENT: Enforcement Services
REPORTS TO: General Manager, Protective Services
JOB TYPE: Employee
LOCATION: Public Works Facility

GENERAL ACCOUNTABILITIES

Reporting to the General Manager, Protective Services, or designate, 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.

REPORTING RELATIONSHIPS

This position reports to: General Manager of Protective Services → Chief Administrative Officer

DUTIES & ESSENTIAL JOB FUNCTIONS

Responsibilities include, but are not limited to:

- Promoting public awareness and education within the community, while exercising sound judgement and knowledge to encourage voluntary compliance with Provincial Statutes and Municipal Bylaws through education before enforcement.
- Provides and participates in public education and various safety and crime prevention activities. This may include attending and participating at various meetings and events.
- Enforcement of approved provincial statutes and municipal bylaws including issuing warnings, tickets, or appearance notices.
- Conducting proactive patrols throughout the community by way of vehicle, foot, or bicycle, with special focus on school zones and playground zones.
- Appropriately documenting and entering incidents and reports in accordance with legislation and operating policies and procedures.
- Handling inquiries from citizens and other town staff, and investigation of complaints related to approved provincial statutes and municipal bylaws.
- Liaise and collaborate with other law enforcement agencies as part of joint or mutual investigations or operations, or during enforcement of Municipal Bylaws and Provincial Statutes.
- Establish or maintain ongoing professional relations with the local Crown Prosecutors' office, and other Provincial or Municipal resources or agencies.
- Testifying in court or at administrative tribunals/hearings and ensuring all documentation related to the process has been completed timely and accurately.

- Provides administrative duties including, but not limited to documentation of complaints; assistance in the creation and development of policies, procedures, bylaws and other related items; and preparing court packages.
- Provides respectful customer service, including in person, on the phone, on email, and other means of communication.
- Participates in building a cohesive team and department, including participating in the training and mentorship of other officers, if required.
- Read, interpret, and apply various Provincial Statutes, Municipal Bylaws and policies.
- Receive and investigate inquiries or complaints for animal control and animal protection incidents.
- Provides recommendations for community programs or departmental initiatives.
- Attend training as assigned.
- Assist in emergency/disaster responses under the direction of the Director of Emergency Management as per the Emergency Management Plan.
- Participates and adheres to all safety standards under the Towns Occupational Health and Safety program.
- Complying with all Town Policy and Procedures.
- Comply with the Peace Officer and Bylaw Officer Code of Conduct at all times.
- Working shift work which includes weekdays, weekends, days, evenings, and nights with a willingness to work in all types of weather conditions and in emergency situations.
- Maintains the strictest confidentiality in all matters while adhering to the principles and policies of the *Freedom of Information and Protection of Privacy Act*.
- Perform other related duties that may arise.

DECISION MAKING ROLE

Peace Officer's are permitted a high level of discretion during public interactions while enforcing Provincial Statutes and Municipal Bylaws. A Peace Officer must demonstrate fair, objective, and defensible decisions that are well-reasoned.

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

MAJOR INTER-PERSONAL CONTACTS

Must be able to demonstrate professionalism and ability to work with the public and within a team environment. This position will often interact with:

General Manager, Protective Services
 Peace Officer's
 Bylaw Officer's
 Senior Leadership Team
 Council
 Police and other Law Enforcement
 Members of the public

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