

TOWN OF VEGREVILLE

EMPLOYMENT OPPORTUNITY

COMMUNITY PEACE OFFICER/BYLAW OFFICER TEMPORARY 1 YEAR TERM

POSITION SUMMARY

If you are committed to public service, enjoy collaborating with others, share our values and have a desire to learn and grow, join the Town of Vegreville. We support work-life balance and offer competitive wages, pensions, and benefits. Together we make Vegreville a great place to make a living and a great place to make a life.

Reporting to the Manager of Protective Services, the Community Peace Officer will provide professional leadership to build, maintain and sustain the Town's Community Peace Officer and Bylaw enforcement programs and our contract communities. This position involves regular interaction with the community through patrols, handling of citizen inquiries and the investigation of complaints related to bylaws, provincial acts, and legislation. 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.

DUTIES & RESPONSIBILITIES

- Enforcement of Municipal Bylaws.
- Enforcement of the Traffic Safety Act.
- Respond to complaints involving property and persons, both public and private.
- Enforcement of Provincial Statutes of Alberta as per the Alberta Solicitor General and Public Security appointment.
- Conduct investigations as required following acceptable practices and timelines including the issuance of notices and Summons.
- Representation on behalf of the Town in Provincial Court on Municipal Bylaw and Provincial Statutes of Alberta, as required.
- Undertake training and professional development to ensure that licensing and permitting requirements are met.
- Ensure accurate reporting and recordkeeping of statistics as required and/or mandated by the Solicitor General's Office, Public Security Peace Officer's program and Town Office.
- Public awareness education of Municipal Bylaws and Provincial Statutes.

EDUCATION & KEY COMPETENCIES

- Completion of a post-secondary diploma or certificate from a recognized Law Enforcement program or equivalent education and experience in the enforcement discipline.
- Completion of, or willingness to fulfill the required training for the Community Peace Officer Level 1 per the Alberta Solicitor General and Public Security policy and procedures manual to obtain the Community Peace Officer Level 1 appointment.
- Minimum of 2 years practical experience in municipal government or applicable Law Enforcement Experience, is an asset.
- Successful completion of the Pare fitness test within the prescribed time (4:45) within the past six months.



EDUCATION & KEY COMPETENCIES CONTINUED

- Specialized training in Traffic Enforcement (radar) is a must. Additional training in Dangerous Goods Inspection, Emergency Vehicle Operation (EVOC), Baton, O.C. Spray, Commercial Vehicle Weight Enforcement, is an asset.
- Understanding of the Alberta Peace Officer Program, the court system and trial process, Peace Officer appointments and jurisdiction, Municipal and Solicitor General Policy and their application.
- Knowledge of Municipal Bylaws, Traffic Safety Act, Municipal Government Act, court and legal process and related regulations.
- A high degree of personal initiative with organizational, time management and schedule planning to deal with multiple priorities.
- Effective interpersonal skills in dealing with the public, businesses and officials in other organizations and agencies.
- Good conflict resolution, verbal and written skills, attention to detail and ability to work with minimal supervision.

WORKING CONDITIONS

- The Town of Vegreville offers a competitive salary and benefit program.
- Hours of work for this position are Monday to Friday, 07:30 to 17:00 hours. However, under special circumstances hours may vary by assignment. Length of assignments may range from a few hours to longer terms and may include days, evenings, and weekends.
- Eligible for Earned Day Off (EDO) Program.
- This posting has the potential of being extended or becoming permanent.

Application deadline is Wednesday, July 31, 2024.

**Qualified candidates are encouraged to submit a cover letter, resume, and two professional references
to employment@vegreville.com**

Thank you to all that apply. Only those selected for an interview will be contacted.

