



Position Description

POSITION TITLE:	Community Peace Officer I
DEPARTMENT:	Protective Services
GRID PLACEMENT:	Pay Grade 8
REPORTS TO:	Manager of Protective Services

POSITION SUMMARY

Under the direction of the Manager of Protective Services, this position is responsible to provide community awareness and enforcement of Municipal Bylaws as well as various statutes as appointed through the Province of Alberta. As part of the Protective Services team, this position will work with the other Peace Officers, our regional municipalities and emergency services partners.

KEY DUTIES AND RESPONSIBILITIES

a. Key Responsibilities

- Provide enforcement of Provincial Statutes as approved under the County's authority as defined by the Province of Alberta
- Promote, enforce and implement all Municipal Bylaws, as applicable, in a fair, professional and diplomatic manner. This includes responding to and investigating related complaints or concerns. Conduct site inspections in consultation with other Kneehill County Departments.
- Communicate and administer all Municipal Bylaws and related policies consistent with Kneehill County's strategies and initiatives.
- Investigate potentially unsafe road conditions and bring matter to the attention of the Protective Services Manager, including missing signage.
- Maintain effective working relationships with key personnel including other staff, local RCMP and emergency agencies, community members and related federal, provincial and regional groups and associations.
- Continue improving Protective Services through applicable training and education as budgeted and approved by the Protective Services Manager.
- Actively participates and adheres to the Workplace Health and Safety Program as per the Counties policies and administrative directives.
- Be an active part of the County's Emergency Plan, functioning in roles as assigned by the Director of Emergency Management.
- Be an active part of the County's school resource program, functioning in roles as assigned by the Protective Services Manager.
- May be called upon to provide emergency and safety support as directed by the Protective Services Manager.
- Performs other related duties as required or assigned by the Protective Services Manager or the CAO (or Designate).

b. Decision Making and Accountability

- This position reports directly to the Protective Services Manager.

- This position requires the ability to work independently, yet cooperatively with all departments addressing protective requirements of County infrastructure, and also with partner municipalities and organizations.

c. *Administrative Responsibility*

- Performs administrative and investigative work in the enforcement of all assigned Municipal Bylaws.
- Initiates enforcement action by preparing charges, serving summons and processing records for court on all applicable offenses as required.
- Ensure proper filing of information and documentation of circumstances relating to complaints, notices, tickets and any other administrative functions to comply with the requirements of the Peace Officer Program, both provincially and municipally.
- Provides advice to the Protective Services Manager regarding bylaws, Provincial Statutes, and general public safety matters.
- Compiles any reports requested by the Protective Services Manager or CAO.
- Liaise and assist various departments within the County and other community agencies in matters relative to municipal operations as requested.
- Maintains and controls exhibits including record keeping and item disposal.

d. *Working Conditions*

- This position require extensive outside travel and outside work with respect to patrol coverage.
- This position requires participation in a shift rotation schedule (10.5 hours per shift) that includes evenings and weekends.
- Potential exposure to various animals while enforcing Kneehill County's Animal Control Bylaw.
- 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 responding to situations.

e. *Safety*

- Follow the guidelines, assigned responsibilities, and accountabilities as outlined in the Health & Safety Program Manual.
- Participates in safety training as related to the position, or within the County's standards or expectations.

POSITION REQUIREMENTS

- Minimum two year diploma in law enforcement, criminal justice or related field.
- Three (3) years experience enforcing provincial statutes, municipal bylaws.
- Successful completion of an approved physical abilities evaluation test for uniformed enforcement roles (P.A.R.E. preferred)
- Eligible for appointment as a Community Peace Officer through Alberta Solicitor General and Public Security.
- Positive public relations, communications, and customer service philosophy.
- Above average commitment to the community and public service.
- Valid Class 5 Alberta Operators Drivers License
- Knowledge of commercial vehicle legislation and enforcement

- Qualified in the use of RADAR/Laser speed detection as well as in the use/carry of O.C. and defensive baton
- Positive attitude.

For Office Administration Use Only

Last updated: May 2018

Current Incumbents: