



**Lac La Biche County**  
welcoming by nature.

## **EMPLOYMENT OPPORTUNITY** **LAC LA BICHE COUNTY**

### **Community Peace Officer Level I** **Full-Time Permanent Position**

Under the direct supervision of the Supervisor of Enforcement Services, the Community Peace Officer I is responsible for the day to day enforcement and administration of all municipal bylaws, specified provincial acts, and legislation, as well as to answer inquiries, initiate investigations and finalize complaints, issue violation tickets, lay charges, maintain files, compile records, submit reports, and represent the municipality in a court of law in accordance with the policies and operational procedures as approved by Lac La Biche County Council and the authorities obtained from the Province of Alberta.

#### **Responsibilities:**

- Answers directly to the Supervisor of Enforcement Services and in their absence the Acting Supervisor or the Manager of Protective Services. The ability to work under minimal supervision in administering, directing, and resolving bylaw enforcement and community peace officer issues.
- Act in the absence of the Supervisor of Enforcement Services from time to time.
- Have the ability to deal with the public in confrontational situations and must use judgment to resolve them. Required to make quick and pertinent decisions based on knowledge of laws and regulations.
- Maintains positive public relations. Develops, plans, and implements community safety, education, and enforcement programs when and where required.
- Conducts highly visible mobile patrols of the municipality including hamlets, subdivisions, parks, and municipal roads for the purpose of preventing and detecting violations of County Bylaws and selected Provincial Statutes.
- Conducts investigations and follow-up into complaints and incidents and notifies complainants of the outcome.
- Issue violation tickets, maintain files; compile records; submit reports; respond to inquiries; liaise with prosecutors; and represent the municipality in a court of law.
- Respond to complaints, apprehend animals, provide safe rescue and release of animals, educate public, answer inquiries, complete detailed reports, transport animals, appear and testify in court, maintain files and liaise with outside agencies as required.
- Maintains liaison with other local, provincial and federal enforcement agencies, community groups, and emergency response agencies.
- Knowledge of, or ability to acquire knowledge of, relevant bylaws/legislation.
- Conversant with the traffic safety act, Gaming and liquor act, Commercial Vehicle regulations, as well as municipal bylaws and court procedures
- Proven communication, interpersonal, investigative, and organizational skills
- Issues and serves various municipal letters, notices, permits, orders and /or tickets pertaining to all County Bylaws, Regulations and/or Policies.
- Enter, query, and maintain data on Report Exec management information system.

- Maintains a high level of dress and deportment to provide a positive, professional and corporate image of Lac La Biche County.
- Carry out safe work practices and adhere to safety and other work related regulations; report unsafe and/or insecure situations that may arise.
- Attend court as required, prepare briefings as required for court, liaise with the crown to assist in the prosecutions of cases.
- Perform other related duties as required.
- Respond to complaints, apprehend animals, provide safe rescue and release of animals, educate public, answer inquires, complete detailed reports, transport animals, appear and testify in court, maintain files and liaise with outside agencies as required.
- Maintains positive working relationship with any/all animal control contractors.
- Liaison with S.P.C.A, S.C.A.R.S. and local veterinary clinic in regards to canine control and other areas of concern.
- Provide Enforcement of the Community Standards Bylaw, the Community Safety Bylaw, and Animal Control bylaw.
- Conduct regular patrols.
- Provide information to both the Supervisor of Enforcement Services, as well as the Manager of Protective Services, in relation to the needs as identified during the course of regular duties, that would improve or enhance the Community Standards Bylaw, the Community Safety Bylaw, and Animal Control Bylaw. Provide Enforcement of the Community Standards Bylaw, the Community Safety Bylaw, and Animal Control bylaw.

### **Qualifications:**

- High School Diploma, Law Enforcement Diploma or accredited Police Training or basic Peace Officer Training or equivalent.
- Eligible for appointment as a Community Peace Officer I in accordance with the Peace Officer Act and it's Regulations and the Public Security Peace Officer Policy and Procedures Manual
- Successful completion of a Community Peace Officer I academic program as certified by the Solicitor General of Alberta
- Current certificate of competition of PPCT training as certified by the Solicitor General of Alberta; and, continued re-certification as required to maintain a CPO I status and PPCT requirements.
- Valid first aid certification to be obtained prior to commencing employment and maintained while employed.
- Prior training and/or experience with Municipal Bylaws and/or Provincial Legislation an asset;
- Computer proficiency Microsoft Office, Microsoft Excel, Microsoft word, Microsoft Excel
- Knowledge of report writing software.
- Knowledge of Google maps and proprietary mapping software.
- Possess excellent public relation skills;
- A clean Criminal Record Check and Enhanced Security clearance including vulnerable sector:
- Must submit a Driver's Abstract
- Must be able to provide a Medical Assessment from a physician which states that the applicant is fit for duty

**Salary range is \$74,339.20 to \$96,179.20 annually**

- Lac La Biche County offers a comprehensive and competitive benefits package, including:
  - 100% Employer paid Health and Dental Benefits
  - Employee and Family Assistance Plan
  - Local Authorities Pension Plan
- Competition number: 36-CPOI-19
- Closing date: This competition will remain open until a suitable candidate is found.

Interested candidates are invited to forward their resume in strict confidence to:

Attention: Human Resources

Lac La Biche County

Box 1679

Lac La Biche, AB T0A 2C0

Fax: 1-888-421-2533

Email: [hr@laclabichedcounty.com](mailto:hr@laclabichedcounty.com)

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