

Wheatland County Job Description

Position: Community Peace Officer
Reports to: Manager of Protective Services

Purpose of the Position:

This position is part of the Protective Services Team and is responsible for enforcement of Municipal, Provincial and Federal statutes as required, commercial vehicle weights and dimensions, and traffic enforcement

Typical Job Duties and Responsibilities:

1. Provide protection to County infrastructure, people using that infrastructure and the property served by that infrastructure by enforcing Municipal, Provincial and Federal statutes as required;
2. To ensure compliance with provincial regulation by providing overload approvals as directed by bylaw or Council resolution;
3. Act as an Emergency Site Manager within Disaster Services;
4. Ensure compliance with Municipal, Provincial, and Federal statutes by all departments within Wheatland County;
5. To ensure compliance with Municipal statutes by assisting other County departments with follow up enforcement;
6. Provide enforcement on Provincial Highways within Wheatland County where the Officer deems safety to be an issue;
7. Assist the Public Works department by observing and notifying the appropriate persons of Infrastructure problems, including damage or signage;
8. Assist the County, when necessary, by supplementing collision investigations where County vehicles, or County roads may be implicated;
9. Report to Council as required;
10. To provide legal answers to questions of concern of Council or Administration with the Officer's area of expertise;
11. Maintain good working relationships with other enforcement agencies by maintaining ongoing Interdepartmental Liaisons;
12. To ensure knowledge of applicable law is current by maintaining current training standards and attending upgrade courses;
13. To perform any other duty or requirement within Law as determined by the Chief Administrative Officer;

The above statements are intended to describe the general nature and level of work performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. Management retains the discretion to add to or change the duties of the position at any time.

Job Specifications

To be effective in the performance of the position described above, an individual would require the following:

- Possess or ability to obtain Level 1 Peace Officer Appointment from Alberta Justice
- Successfully complete Physical Abilities Requirement Evaluation (P.A.R.E.,4.45 minutes) within six months
- Post secondary education in law enforcement
- Excellent organization, oral and written communication skills
- Well developed interpersonal skills and a demonstrated ability to deal with the public in a courteous and efficient manner
- The ability to work with municipal Council
- Knowledge of municipal legislation and relevant statutes
- Demonstrated ability to work effectively, both independently and as part of a team
- Valid Class 5 driver's license and clean driver's abstract

DECLARATION:

I hereby certify that I have read this description, and that I accept it as being a true representation of the typical duties and level of responsibilities assigned to the position of Development Control Officer.

DATE

SIGNATURE