

COMMUNITY PEACE OFFICER – LEVEL I

Employment Opportunity: Permanent Part-time

This position plays a pivotal role in developing and sustaining a secure and safe environment for all of Beaver County. Reporting to the General Manager of Protective and Community Services or Designate, the Community Peace Officer Level I is responsible to provide day to day enforcement and administration of applicable municipal bylaws, including animal control and select provincial statutes. This position works amicably with the public and other agencies for the purpose of preserving the peace and the good of the County through education, compliance, and unbiased application of the law.

KEY RESPONSIBILITIES INCLUDE BUT ARE NOT LIMITED TO:

- Works in accordance with the *Alberta Peace Officer Act* and Regulations, *Disaster Services Act*, *Municipal Government Act*, Public Security Peace Officer Program Manual, Beaver County municipal bylaws and policies, following the duties and jurisdiction indicated on his/her Peace Officer Appointment.
- Conduct safe and efficient road patrols throughout Beaver County and enforce infractions of County Bylaws, Provincial Statutes, Commercial Vehicle Enforcement, Off Highway Vehicle and Animal Control Bylaws, and other traffic offences.
- Act on behalf of Beaver County and respond to public inquiries, complaints, and confrontational situations, conduct necessary investigations to ascertain validity and take appropriate actions to bring an equitable solution of compliance or enforcement.
- Create complaint and enforcement action files, investigate complaints, and take action to achieve compliance.
- Assist the County with enforcement of the Land Use Bylaw, Community Standards Bylaw, and other relevant legislation or regulations.
- Develop and implement public awareness and educational programs with respect to community safety, municipal bylaw enforcement matters and services.
- Provide a visible presence in the community, attending and participating in events with friendly, informative education to the public, and exhibiting behaviour to the highest standard, both personally and professionally.
- Act on behalf of the County and represent the municipality in a court of law.
- Establish and maintain a close working relationship with local RCMP, Fire, EMS, or any outside enforcement agency. Assist with emergency response as requested by the Director of Emergency Management.
- Provide officer presence for Council, Municipal Meetings, and assist other departments, when necessary.
- Maintain equipment and vehicles as required.
- Maintain the confidentiality of sensitive information, seen or heard.
- Perform tasks consistent with the position, including any other assigned duties.
- Participate and comply with the Beaver County Health and Safety Program.



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EDUCATION & EXPERIENCE REQUIREMENTS:

- Eligibility for a Community Peace Officer I appointment through the Alberta Solicitor General is required. All training schedules and certification maintenance for this designation as required by the Alberta Solicitor General must be adhered to and maintained.
- Diploma/Certificate in Law Enforcement or related program or several years of prior related enforcement experience.
- Must be able to obtain or have successfully completed the Physical Abilities Readiness Evaluation (P.A.R.E) physical standard test.
- Ability to acquire and maintain an RCMP enhanced reliability security clearance as required.
- A current Criminal Record check will be required.
- Emergency First Aid Certificate with AED.
- Experience with emergency and disaster responses considered an asset.
- Working knowledge of provincial weight restrictions/commercial vehicle enforcement considered an asset.
- Working knowledge of applicable Provincial and municipal legislation, bylaws, and policies and experience in municipal bylaw enforcement considered an asset.
- Possession of radar operator certificate considered an asset.
- Minimum Class 5 driver's license with acceptable driving record required. Abstract must be provided.

COMPETENCIES (KNOWLEDGE, SKILLS, ABILITIES):

- Ability to interact well and respond to inquiries from the public, Council, management, employees, outside agencies, and stakeholders.
- Excellent interpersonal and conflict resolution skills, including the ability to influence people and situations to achieve a positive outcome.
- Highly organized individual with effective and efficient time management.
- Ability to interpret, implement and adhere to organizational policies and procedures.
- Strong verbal and written communication skills and the ability to clarify and convey information in a clear and concise matter.
- Ability to be discreet and keep all documentation and information strictly confidential.
- Proficient computer skills including Microsoft based programs and a willingness to learn new technology, as needed.
- Personal initiative, the ability to work independently, and as a team-player.
- Ability to build a strong working relationship with County leadership and all County team members.



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WORKING CONDITIONS AND PHYSICAL ENVIRONMENT:

- Must be medically and physically able to perform all duties of the position on an ongoing basis.
- Use and operation of a vehicle. Extensive and frequent moving in and out of vehicles, without causing undue risk of harm to self.
- Working alone regularly and traveling throughout the County in all weather conditions.
- Stress associated with risk management and the responsibility for the safety and protection of citizens.
- May encounter unpleasant interactions with individuals and can require direct contact with domestic animals.
- Moderate use of computers, office equipment, and telephone.

POSITION DETAILS:

- Position Type: Part Time – Permanent (16-24 hours/week).
- Ability to work irregular hours which will include days, evenings, weekends and statutory holidays.
- Salary Range for this position is \$39.80 - \$49.75 per hour.

ADDITIONAL INFORMATION:

- Posted Date: September 24, 2025
- **Closing Date:** October 15, 2025. To fill this position as quickly as possible, we will be reviewing resumes as received and may conduct interviews with qualified candidates prior to the position's closing date, depending upon availability.

TO APPLY FOR THIS POSITION:

Submit a cover letter and resume, referencing the name of the position, to the following email:
careers@beaver.ab.ca

Beaver County thanks all applicants for their interest. However, only candidates selected for an interview will be contacted.

