



CHESTERMERE

SCHEDULE "A"

CITY OF CHESTERMERE Job Description

Position Title:	Community Peace Officer (CPO) 1
Department:	Community Safety
Reports to:	Community Peace Officer Sergeant

Position Summary

The City of Chestermere is seeking an Experienced Community Peace Officer (CPO) to add to the team. The CPO plays a critical role in supporting the City's overall safety initiatives. This position provides operational expertise in bylaw enforcement, traffic safety, and community engagement, contributing to the ongoing improvement of public safety and the enforcement of local regulations.

Shift Schedule: 4 on / 4 off rotation (2080-hour averaging agreement) Days, Afternoons, Evenings and Holidays.

Key Accountabilities

- **Community Peace Officer Program:**
Conducts community patrols and ensures safety in public spaces, including dog parks, pathways, and beach areas. Manages traffic and pedestrian control to maintain order and safety.
- **Bylaw Enforcement:**
Enforces provincial statutes and municipal bylaws, including but not limited to the Traffic Control Bylaw, Unsightly Premises Bylaw, Community Standards Bylaw, Animal Control Bylaw, Anti-Bullying Bylaw, and Snow Removal Bylaw.
- **Public Engagement:**
Responds to public complaints, inquiries, and requests, offering conflict resolution and mediation services. Delivers prevention and education programs to schools and community groups, fostering positive relationships with the community.
- **Traffic Safety:**
Focuses on pedestrian and school zone safety. Conducts directed traffic patrols in response to public complaints, issues provincial tickets under the Traffic Safety Act, and enforces other related provincial statutes.
- **Develops and Implements Educational Programs:** Collaborates closely with schools as a Resource Officer, providing both education and enforcement under the Chestermere Anti-Bullying Bylaw.
- **Subject Matter Expert:** Represents the Community Peace Officer (CPO) team as a subject matter expert, overseeing the preparation of prosecution files for court, and obtaining necessary documentation for court testimony.
- **Conducts Investigations:** Leads provincial and municipal investigations with precision, ensuring compliance with internal and provincial reporting policies throughout all cases.

- **Collaborates Across Services:** Represents the CPO Program with integrity, working in close coordination with Chestermere Fire Services and RCMP members and Alberta Sheriffs, as needed.
- **Maintains Confidentiality:** Handles sensitive and confidential information responsibly, ensuring the security and privacy of all data related to the city.
- **Upholds Department Values:** Demonstrates a strong sense of Community, Professionalism, and holds self with high Integrity and Professionalism.
- **Ensures Workplace Safety:** Promotes a safe and healthy work environment by participating in safety initiatives, conducting inspections, ensuring compliance with the City's Health and Safety Management System, and assisting with incident analysis and near-miss reporting.
- **Emergency Response Preparedness:** Contributes as a member of the Chestermere Emergency Response Team, preparing the community for potential local or regional disasters.

Required Education and Experience

- Grade 12 (or GED) Diploma
- Degree or Diploma in Law Enforcement or a related field are considered assets
- **Minimum** of 3 years of progressively responsible experience in an enforcement-based law enforcement role.

Required Certifications and Documentation

- Community Peace Officer 1 Certification
- Valid RCMP Reliability Security Clearance is required and must be maintained throughout employment for CPIC access/Detachment access.
- Clear Criminal Record and Child Intervention Checks, deemed satisfactory by the city.
- Valid Class 5 Alberta Driver's License, with a Driver's Abstract deemed satisfactory by the city.
- Valid Standard First Aid, CPR-C, and AED certifications.
- Current certifications in Baton and OC spray are required
- Valid PARE/COPAT test within the last 6 months (with a completion time of 4:45 or under).
- EVOC Certification

Expected Skills and Attributes

- Ability to work collaboratively as part of a team and motivate team members.
- Strong analytical and creative problem-solving skills, with the ability to make decisions, negotiate, and manage difficult or emergency situations effectively.
- Excellent interpersonal skills, including strong written and oral communication abilities, and public speaking proficiency.
- Comprehensive understanding of governance issues, including policy interpretation.
- Strong work ethic with a high level of motivation, able to perform well in fast-paced environments and respond to action requests in a timely manner.
- Proficiency in MS Office (Word, Excel, PowerPoint, Outlook).
- Experience operating Radar & Laser equipment, and familiarity with EVOC, ROADS, JOIN, CPIC and proficiency in report management writing are considered strong assets.

Working Conditions

- Standard office environment with long periods of sitting, reading, and concentration.
- Shift work, including evenings, weekends, and holidays.
- Frequent travel throughout the community, often in inclement weather.
- Potential for interaction with aggressive or violent individuals, including risks of bodily harm.

- High-stress situations involving risk management, with the responsibility for ensuring the safety and protection of citizens.

Union: CUPE Local 37

Position Type: Full Time

Location: Chestermere RCMP Detachment

Compensation: Pay Grade will be determined by position placement.

Pay: \$41.94/Hr. (you'll find the detailed information in Appendix A of the draft collective agreement)

Days of Work: Rotating Shift