



Box 370
Carstairs, AB T0M 0N0
Phone: 403.337.3341
Fax: 403.337.3343
www.carstairs.ca

Job Posting

Job Posted Date: January 8, 2021

Job Closing Date: January 29, 2021

Job Posting Details

Competition Number: 2021-01

Department: Protective Services

Position: Level 1 Community Peace Officer

Job Description Details

Job Description:

The Town of Carstairs is seeking a Level 1 Community Peace Officer for a full-time position within the Town of Carstairs Protective Services Department. A competitive salary, based on requisite experience, as well as a benefits package will be offered to the successful applicant.

Certifications & Qualifications:

1. Community Peace Officer I (CPO 1) appointment through the Alberta Solicitor General
2. Valid First Aid/CPR certificate
3. Valid Class Five (5) Alberta Driver's License

Key Responsibilities & Accountabilities:

1. Provide public education and awareness, and promote safety within the community
2. Answer citizen inquires and complaints with respect to provincial statutes and bylaws
3. Conduct vehicle and foot patrols of the Town of Carstairs
4. Maintain municipal bylaws and bylaw enforcement files using Electronic File management System.
5. Attend Community events, provide presentations, and maintain positive relationships with residents
6. Liaise with the RCMP, Town departments, and other external agencies as required
7. Must be willing to work forty (40) hours per week; shift work, weekends, and statutory holidays

Required Knowledge, Skills, & Abilities:

1. Municipal Government Act
2. Traffic Safety Act
3. Good communication and people skills
4. Knowledge of, an ability to acquire knowledge of, relevant bylaws, acts, and legislation
5. Diploma or certificate from a recognized Law Enforcement Program and/or several years of related experience in Law Enforcement. Municipal Government environment would be an asset.
6. Valid Class 5 Operator's License;
7. Will possess, or have the ability to obtain, an appointment as a Community Peace Officer through Alberta Justice and successfully complete the P.A.R.E. physical testing within the prescribed time and be valid at the time of appointment.
8. Above average skills in time management, interpersonal, and leadership.

All Town employees are subject to a criminal records check prior to commencing employment

Qualified applicants are invited to submit their resume outlining their qualifications, experience and education no later than 12:00 p.m. on January 29, 2021, stating competition #2021-01 to:

Dave Ness
Director of Protective Services
Town of Carstairs
Box 370, 844 Centre Street
Carstairs, AB T0M 0N0
daven@carstairs.ca

The Town of Carstairs thanks all applicants for their interest, but advises only those under consideration will be contacted.