

CPO TEAM LEAD

EMERGENCY MANAGEMENT and PUBLIC SAFETY DEPARTMENT

The Community Peace Officer Team Lead (CPO TL) provides leadership, coordination and supervision of the Coaldale and District Municipal Enforcement (CDME) team and the Town of Coaldale Photo Radar unit. This position is a working supervisory position with education, inspection and regulatory requirements for the enforcement of the various community Bylaws and specified Provincial Statutes. The position is responsible to initiate enforcement action for infractions of Bylaws and designated Provincial Statutes within the four communities served by the CDME. The CPO TL will supervise the preparation of charges and presentation of same in relative Courts. The CPO TL will also be responsible to provide CPO expertise to the Director of Emergency Management (EM).

Responsibilities include, but not limited to:

- Promote excellent public relations and service at all times.
- Provide leadership and supervision to the CPOs and Photo Radar operator at all times.
- Ensure the CPOs are being proactive in completing their duties.
- Ensure the CPO respond to and effectively provide assistance on complaint calls received from the public within 24 hours.
- Perform administrative and inspection work in the enforcement of community Bylaws specified Provincial Statutes as required and provide advice and recommendations to the Dir EM regarding changes and updates to existing by-laws.
- Ensure all CPOs have a comprehensive understanding of the various community bylaws, Provincial Statutes and CDME policies.
- Ensure all CPOs are updated on any new community bylaws as they come into effect.
- Provide Public Safety expertise by participating in all Town of Coaldale Public Safety Committee meetings and Regional Public Safety Committee meetings with the other communities.
- Monitor the Solicitor General Web site for CPO Bulletins and updates on a monthly basis and ensure these bulletins are brought to the attention of the Director of EM and the CPOs.
- Compile and provide weekly and monthly performance statistics to the Dir EM Dept that will highlight all CPO activities to include the time spent in each community; time spent in travel; number of cases; officer's calls and tickets issued. This will be done through the CDME software, REPORTEXEC.
- Research and provide to the Director of EM a written monthly municipal by-law "blitz" campaign plan no later than January of each year.
- Ensure the proper storage of vehicle and body camera images as per GoA Sol Gen and CDME directives.
- Ensure all CPOs are using proper care and control of the Municipal Enforcement vehicles during periods of use. The CPOs are to report maintenance issues promptly to the TL for subsequent repair.
- Develop a monthly activity plan for the Photo Radar operator which focuses on high traffic areas to ensure public safety is maintained in these areas.
- Ensure all CPOs are correctly producing and submitting their files in accordance with GoA Solicitor General reporting procedures.
- Provide recommendations and coordinate annual staff training programs for CPOs.
- Establish and maintain an effective working relationship with other enforcement agencies and regulatory organizations.
- Perform other duties as required.

Qualifications:

- Graduate from a post-secondary institution and/or provide proof of experience in Law Enforcement, Bylaw Enforcement / Community Peace Officer Level I. Pass a physical ability test. PARE, POPAT or COPAT.
- Proven leadership experience in supervisory roles.
- Knowledge of court procedures on processing and laying charges and serving summonses.
- Ability to effectively present information in both written and oral form.
- Ability to learn the provisions of a variety of Bylaws within the four regional communities.
- Ability to write reports, interpret Bylaws and provincial statutes and present such written reports.
- Ability to maintain an effective working relationship with all CDME community employees and managers as well as outside law enforcement and regulatory agencies.
- Proficiency in the operation of the REPORTEXEC software and the MICROSOFT OFFICE suite of computer based programs.

Apply Now!

Apply to hr@coaldale.ca submitting your cover letter and resume. This competition will remain open until a suitable candidate is found.