

MUNICIPAL ENFORCEMENT TEAM LEADER

Position ID: J0424-0521

Job Type: Full Time

Department: Municipal Enforcement

Number Of Positions: 1

Closing Date: May 17, 2024

Min Salary: \$104,924.00/Year

Max Salary: \$131,155.00/Year

As one of the fastest growing cities in Alberta, the City of Airdrie is a recognized leader in building a vibrant and sustainable community through innovation.

At the City of Airdrie, incredible opportunities happen every day in a flexible work environment that is tailored to each department. Our inclusive culture and values create a workplace where we welcome aspiring, driven and creative individuals to help us accomplish our business and community goals. We are supportive of one another, and we have fun while we serve our community. We are passionate about improving the lives of our residents through care and respect; that is the foundation of our organization. At the City of Airdrie, we learn, grow and accomplish great things together.

If you have a passion for building a better community and are ready to join the excitement, we'd love to hear from you!

The Opportunity:

The City of Airdrie is seeking a Team Leader to join our Municipal Enforcement team. This position provides oversight, guidance and direction to our Community Peace Officers and Administrative Support teams. The team leader will provide overall leadership and direction to staff including day-to-day municipal enforcement operations, on-going file support, regular review of policies and procedures including those related to the Peace Officer Program. The team leader is responsible for aligning the business unit and its services to support the current and future growth of the City of Airdrie. This position requires the ability to think strategically with a continuous improvement mindset to ensure the department continues to modernize how we serve the Community.

Primary Accountabilities Include:

- Provide strong leadership to direct reports including hiring, training, coaching and mentoring through ongoing feedback and empowering employees to achieve outcomes
- Actively supervise and direct the day-to-day operations of municipal law enforcement services, ensuring collaboration, consistency and communication across and between shifts
- Develop policies, procedures and guidelines that support operations
- Ensure compliance with the Alberta Solicitor General program and requirements
- Respond to service delivery concerns raised by the public, internal/external stakeholders and Council
- Investigate and respond to complaints or inquiries from residents and the business community, to resolve complex and/or sensitive issues
- Provide guidance and assistance with the research and development of bylaws and amendments, reports and public education and awareness programs
- Develop annual department business plans, goals and budgets
- Ensure corporate and departmental fiscal responsibility
- Co-ordinate and maintain close working relationships with various municipalities, departments and other agencies including the RCMP
- Deliver presentations to senior leadership, City Council, and various committees

You Bring:

- A degree or diploma in a related field, such as law enforcement or public administration
- Minimum of five (5) years' experience in a leadership position
- Police Officer or Community Peace Officer Level 1 with a minimum of five (5) years' uniform experience

- Working knowledge and understanding of the Provincial and Canadian justice systems, laws and statutes and municipal bylaws
- Demonstrated leadership and positive influence skills to proactively influence safety, productivity and people development
- Valid Class 5 Driver's License
- Proficient in MS Office
- Excellent interpersonal, influencing and conflict resolution skills
- Demonstrated ability to build and maintain positive relationships
- Ability to identify opportunities for improvement, optimize the use of technology and manage change
- Ability to excel in high pressure situations
- Strong planning and organizational skills
- Strong work ethic, good judgment and decision-making skills
- Strong customer service focus
- Exceptional written, verbal and presentation skills

We Offer:

Along with a competitive compensation program and City paid health and dental premiums, this position also includes:

- Excellent and comprehensive health, dental, paramedical and benefits plan
- First-in-class pension plan
- Career development and tuition reimbursement
- Employee discounts, annual adult fitness (Genesis Place, Airdrie) pass, social events and health & wellness initiatives

Continuous learning through training and development is encouraged as are flexible work arrangements, when possible. We recognize that our people work best when they feel engaged in their environment and appreciated for their efforts and our overall benefits package reflects that.

Additional Information:

This full time position (37.5 hours per week) includes a comprehensive benefits and pension package.

Please provide a cover letter as a means of introducing yourself and your interest in this role.

*The successful candidate must have or be able to obtain the RCMP Enhanced Security Clearance prior to their start date which could take up to six (6) months. This specific security check is not something that can be started prior to being offered employment.

Next Steps:

Candidates are invited to apply online at www.airdrie.ca.