



## **Employment Opportunity**

### **Community Peace Officer**

The Town of Bow Island is accepting applications for an individual to fulfill the role of Community Peace Officer (CPO).

Reporting to the Chief Administrative Officer, the CPO is responsible for enforcing Provincial Statutes and Municipal Bylaws, with a focus on traffic enforcement, animal control, unsightly premises, and community safety.

The successful applicant will enjoy working with the public, be physically fit, and have a flexible work schedule. This is a full-time position for an immediate vacancy.

The Town of Bow Island offers competitive wages, a comprehensive benefits package, and participation in the Local Authorities Pension Plan.

For a detailed job description please visit [www.bowisland.com/careers](http://www.bowisland.com/careers). Application will be open until a suitable candidate is found and may be submitted to [townoffice@bowisland.com](mailto:townoffice@bowisland.com)



**POSITION DESCRIPTION**  
**Community Peace Officer**

**Updated:** December 12, 2024

**Reports to:** Chief Administrative Officer

**Position Summary:** This is a skilled position responsible for enforcing Town bylaws and Provincial Statutes. This position responds to and investigates complaints, traffic matters and emergency situations within Town jurisdiction.

**Required Qualifications:** Strong organizational skills, able to work independently, eligible to be appointed as Community Peace Officer, valid P.A.R.E certification, Class 5 Drivers License.

**Hours of Work:** 40 hours per week.

**Duties and Responsibilities:**

**General**

- Collaborate with the Public Works Manager and other stakeholders to identify enforcement issues.
- Issue violation tickets, lay charges, process summons and subpoenas, assist with prosecutions, and represent the Municipality in a court of law.
- Appear and testify in court if necessary.
- Work with and liaise with other departments, branches, prosecutors, and other outside agencies as required.
- Apprehend animals, transport animals, and provide safe rescue and release of animals.
- Compile records, submit detailed completed reports, and maintain files in a timely manner.
- Provide regular traffic enforcement and community patrols.
- Provide friendly and informative education to the public, relating to municipal bylaws and bylaw services.
- Address inquiries, complaints, and feedback from residents in a timely and professional manner.



- Provide quarterly reports to Council with ticketing statistics, revenue, and a review of completed and ongoing files.
- Work with the Development Officer to assist with inspections, issue stop orders, and fines related to the Land Use Bylaw.
- Complete required training to perform duties and maintain job related appointments and designations.
- Secretary for the Safe Streets and Community Protection Committee.
- Perform any other duties as assigned.

