

SERGEANT, ENFORCEMENT SERVICES MUNICIPAL DISTRICT OF GREENVIEW

DEPARTMENT: Community Services

LOCATION: DeBolt, Grovedale or Grande Cache, Alberta

STATUS: Accepting applications until a suitable candidate is found

Located in Northwest Alberta, the Municipal District of Greenview is a vast and diverse area rich in oil and gas, fertile farmland, tourist destinations, and mixed wood forests. As the third-largest rural municipality in Alberta, Greenview boasts diversity in economic activities and an extraordinary landscape. Greenview's economy is strengthened by its diversity, a talented workforce, and an entrepreneurial spirit that is second to none. Our residents experience adventure right in their backyards with lakes, rivers, Rocky Mountain peaks, and vast prairie offering a year-round outdoor playground for all ages.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Reporting to the Chief of Fire and Protective Services, the Sergeant, Enforcement Services, is responsible for supervising and directing the daily operations of the Enforcement Services team.

SUPERVISORY RESPONSIBILITIES:

- Community Peace Officers (CPO's)
- Supervising activities includes staffing, scheduling, training, performance reviews, daily report assessment, coaching/monitoring tasks and disciplining.

MAJOR

- Provide day-to-day supervision, leadership and operational direction to Community Peace Officers and other assigned Enforcement Services personnel.
- Coordinate daily enforcement activities, including work assignments, patrol priorities, complaint response and proactive enforcement initiatives.
- Review investigation files, occurrence reports, violation tickets, court documentation and other enforcement records for accuracy, completeness and compliance.
- Monitor compliance with officer appointments, authorized authorities, equipment requirements, training certifications and other regulatory requirements.
- Monitor officer workload, productivity and service delivery to ensure organizational priorities and established service levels are being achieved.
- Develop and maintain effective working relationships with the RCMP, other peace officer agencies, provincial regulators, emergency services and municipal departments.
- Assist with the development, review and implementation of policies, procedures, operational guidelines and enforcement strategies.
- Investigate or assist with public complaints, internal concerns and operational reviews as assigned.



- Provides advice and information on matters relating to Peace Officer activities, training, enforcement and investigation.
- Prepares recommendations for annual and long-range operational and capital budgets for the Enforcement Services, in accordance with approved guidelines.
- Ensure appropriate care, accountability and operational readiness of vehicles, enforcement equipment, exhibits and other assigned resources.
- Perform the duties of a Community Peace Officer and maintain an active operational presence as required.
- Oversees the education and enforcement of Municipal, Provincial or Federal Laws by front-line staff.
- Respond to general complaints under Municipal bylaws, Provincial Acts and Federal Legislation.
- Participate in emergency operations and support the municipality's Emergency Management program when required.

MINOR

- Represent Enforcement Services at meetings, committees and community events when required.
- Other duties required by the Chief of Fire and Protective Services.

QUALIFICATIONS / EDUCATION / EXPERIENCE:

- To perform this job successfully, the individual must be able to perform the duties listed above to a high degree of quality, timeliness and precision.
- Post-secondary training in Criminal Justice, Law Enforcement, Police Studies, Public Administration, or a related field. An equivalent combination of education, training, and experience may be considered.
- Minimum 5 years of progressively responsible law enforcement, regulatory enforcement, or community peace officer experience, preferably in a municipal environment.
- Demonstrated leadership or supervisory experience, including experience providing operational direction, coaching, mentoring, field training, or oversight of enforcement personnel.
- Demonstrated knowledge of Alberta's Peace Officer Program, including operational policies, appointment requirements, reporting requirements, and employer responsibilities.
- Must possess or have the ability to obtain the Provincial Community Peace Officer I designation.
- Must be able to obtain or have successfully completed (within 1 year) the Physical Abilities Readiness Evaluation (PARE) within 4 minutes and 45 seconds (4:45).
- Demonstrated understanding and effectiveness in leading, building, and supervising high performing and effective teams.
- Demonstrated skill and experience interpreting and applying various levels of legislation.
- Knowledge of safe work practices and Occupation Health and Safety requirements.
- Valid Alberta Class 5 Drivers License (or provincial equivalent).



- Possession of valid Standard First Aid and Basic CPR certificates.
- Must have a satisfactory Police Information Check; Vulnerable Sector Check, and possess (or be able to obtain) an RCMP Enhanced Reliability Security Clearance.
- Emergency vehicle operators experience and training certification (EVOC).
- Experience and training with computers and programs (ROADS/MOVES, JOIN, CPIC).

SKILLS REQUIRED:

- Excellent verbal and written communication skills.
- Basic accounting skills and familiarity with finances and budgets.
- Excellent observation, problem-solving and decision-making skills.
- Strong supervisory, leadership, mentorship and conflict management skills.
- Ability to interact well with, and respond to inquiries from employees, Management, Council and Ratepayers.
- Able to work effectively with emergency personnel, community and business leaders.
- Must maintain confidentiality.
- Excellent organizational and time management skills.
- Must be self-motivated, and able to work with minimal supervision.
- Ability to interpret, implement and adhere to organizational policies and procedures.

WORKING CONDITIONS AND PHYSICAL ENVIRONMENT:

- Extensive use of computer and telephone.
- Long periods of sitting, good lighting, temperature and noise control.
- Minimal physical effort; occasional light lifting.
- Physical ability to carry out the duties of the position.
- May be required to attend and investigate emergency response sites with unsettling images and content.
- May be required to use physical force, including approved intervention and control techniques and authorized defensive equipment, in accordance with legislation, training, policy, and the officer's lawful authorities.
- Subject to working in outdoor environment – heat, cold, dry, dusty and / or wet conditions as well as insects, bees and wildlife.
- Use and operation of a vehicle.
- Normal work week consists of 37.5 hrs; however, shift work is required and averaging occurs.

HEALTH & SAFETY:

- **All personnel working at the Municipal District of Greenview are governed by the Municipal District Health & Safety Policy.**
- Ensures all operations are conducted in a safe manner and in accordance with the Municipal District policies and Occupational Health & Safety Regulations.



- Ensure proper ergonomic requirements are met, and good ergonomic procedures are practiced.

Note: The above statements are intended to describe the general nature and level of work being performed by the incumbent of this job. They are not intended to be an exhaustive list of all responsibilities and activities required for the position.

HOW TO APPLY:

Interested candidates may submit cover letter (stating the position you are applying for) in one of the following ways:

E-mail: careers@mdgreenview.ab.ca (please quote the position in the subject line)

Mail or Drop Off: Municipal District of Greenview No. 16
4806 – 36 Ave., Box 1079
Valleyview, Alberta T0H3N0

While we truly appreciate all applications, only those selected for an interview will be contacted.

