

TOWN OF
VEGREVILLE
EMPLOYMENT OPPORTUNITY

COMMUNITY PEACE OFFICER

POSITION SUMMARY

The employee in this position is responsible for regular patrols of the Town of Vegreville, as well as contracted municipalities, to ensure that the assigned bylaws of the Town, as well as provincial statutes, are preserved and enforced in a consistent, fair and judicious manner.

This employee is a respected member of an effective working team, dedicated to maintaining and improving our community and as such, serves the public with courtesy and respect.

As an employee, this person shall establish and maintain a good working relationship with management and staff in all departments, RCMP members, and the public. Sound judgment and discretion must be used when responding to inquiries regarding classified and confidential information.

DUTIES & RESPONSIBILITIES

- Enforces municipal bylaws and approved provincial statutes within the corporate boundaries of the Town of Vegreville and contracted communities.
- Responds to and investigates complaints relating to Municipal Enforcement.
- Conducts routine patrols, issues notices, violation and/or tags.
- Arranges and assists in the prosecution of breaches of Town bylaws and provincial statutes, including the gathering of evidence, the attendance of witnesses and any appearances in court that may be required.
- Wears a standard uniform, insignia and identification of the Municipal Enforcement department, as provided by the Town of Vegreville and Community Peace Officer Program of Alberta.
- Works out of the Fire Services Building and maintains a good working liaison with RCMP members and other agencies for the enforcement of municipal bylaws and provincial statutes.
- Maintains a good working knowledge of the Municipal Government Act and other relevant provincial statutes and generally maintains currency with issues, developments and practices in the field of law enforcement.
- Provides recommendations to the Manager of Legislative & Protective Services for the development of bylaws, programs, policies and procedures in order to enhance service to the public.
- Coordinate and supervise contracted services as required.
- Provide animal control services, and animal control officers as needed
- Deals with problem wildlife.
- Required to wear body armour while on routine patrols.
- Required to carry oleoresin capsicum (pepper spray), and collapsible baton during duties as a Community Peace Officer.

- Create and maintain community-oriented programs.
- Conduct public education and awareness presentations and displays.
- Actively participate in the Town of Vegreville Safety Program.
- Other duties as assigned.

QUALIFICATIONS

- Grade 12 education or equivalent.
- Graduate of CPOIP or equivalent.
- Minimum of two years' experience in by law enforcement, police work, security guard or peace officer.
- Alberta Public Safety services training would be an asset.
- Equivalent combination of education and experience would be considered.
- Must possess good interpersonal skills, capable of dealing effectively with the public and staff.
- able to work with minimal supervision and must be self-motivated.
- Successful enhanced personal security clearance through RCMP.
- Driver Abstract of 5 years.

COMPENSATION

- Salary ranges from \$83,506 – \$102,728 per year, including benefits package and pension plan.
- Salary based on 40 hours/week; Must be willing to work a rotational schedule comprising of days, evenings, weekends and statutory holidays.

**Application deadline is Friday, October 2, 2026. To apply, email your resume and cover letter to employment@vegreville.com.
Thank you to all that apply. Only those selected for an interview will be contacted.**