



# *County of Forty Mile No. 8* *Municipal Enforcement*



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## EMPLOYMENT OPPORTUNITY

### Community Peace Officer 1

Located in southeast Alberta and centered between the cities of Lethbridge and Medicine Hat, the County of Forty Mile No. 8 has a population of 3759 residents and has eight hamlets, the Village of Foremost and the Town of Bow Island as well as Forty Mile and Golden Sheaf Parks within its municipal boundaries. The municipality covers 7,283 square kilometers of slightly rolling hills and coulees, the major land uses include large areas of pasture, dry cropland, and irrigated areas. Residents and tourists alike can enjoy sights in the South Saskatchewan river valley, Red Rock Natural area, Milk River valley, Kennedy Coulee Ecological Reserve and environmentally significant and sensitive areas.

The County of Forty Mile No. 8 is currently inviting applications for a highly motivated individual to join our Protective Services Team as a Community Peace Officer 1. The position is based at the Consolidated Operations Center in the Village of Foremost. This is a full-time position with a flexible forty (40) hour work week which includes the occasional evening, weekend, or statutory holiday.

A full list of the position information and required skills and abilities can be found in the attached CPO1 Job Description or on the County of Forty Mile No. 8 website at [40mile.ab.ca](http://40mile.ab.ca)

The County of Forty Mile No. 8 CPO program offers a non-union, salary, position with a competitive compensation package including medical, dental, extended health, 24-hour life, and LAPP pension.

Competition will remain open until September 8, 2025, at 1630 hours. Only those candidates selected for an interview will be contacted.

Interested applicants are invited to submit their resume including relevant work experience, education/training, and list of references to:

Stewart Payne  
Manager of Municipal Enforcement  
County of Forty Mile No. 8  
Box 161, Foremost, Alberta, T0K 0X0  
Phone: 403-867-3530  
Email: [info@fortymile.ab.ca](mailto:info@fortymile.ab.ca)



# County of Forty Mile

## Job Description

### Community Peace Officer 1

#### Position Summary

Reporting to the Manager of Municipal Enforcement, the Community Peace Officer is responsible to provide community awareness and enforcement of municipal bylaws and select provincial statutes within the County under a level 1 CPO appointment from the Public Safety Emergency Services – Peace Officer Program. The Community Peace Officer is part of the overall Protective Services Department team working to promote public safety and community standards through education and enforcement. As part of the Protective Services team, this position will work with the region's enforcement and emergency services partners to ensure public safety within our community.

#### Duties and Responsibilities

##### Enforcement

- Enforces municipal bylaws and select provincial statutes through general and targeted patrols, identifying non-compliance.
- Responds to, investigates, and resolves public and staff inquiries and complaints.
- Issues warnings, municipal tags, violation tickets, and orders as necessary.
- Maintains accurate records and completes comprehensive reports, documenting evidence, observations, actions, and compliance activities.
- Attends court to provide witness testimony in prosecutions.
- Operates a marked patrol vehicle safely and responsibly.
- Investigates and resolves animal control complaints, which may involve handling or capturing stray or vicious domestic animals and transporting them to a holding facility.
- Communicates with complainants, offenders, witnesses, coworkers, management, Council, government representatives, and other enforcement agencies in a professional, clear, and respectful manner.
- Maintaining liaison with the RCMP and other regulatory and enforcement agencies when required.
- Educates the public on bylaws and legislation during complaint receipt, enforcement actions, and school and community presentations.
- Represents the County at community events.
- Provides an officer presence for Council and municipal meetings or events as necessary.
- Assists in the monitoring and physical security of County owned/controlled land and facilities.
- Supports the development of bylaws, policy, budget preparation, monitoring of expenditures, and the administration of records.
- Upholds adherence to the Code of Ethics and Conduct policies both on and off the job.

- Maintains certifications and competencies including, but not limited to, Pressure Point Control Tactics (PPCT), Dangerous Goods, Oleoresin Capsicum (OC) Spray, Radar, and First Aid, etc.
- Actively recommends, promotes, and engages in safe work practices.
- Participates in and supports the health and safety management system, adhering to all relevant policies, practices, and procedures.

#### Emergencies and Disasters

- Provides assistance on short notice to the Emergency Management Agency, County Fire Department, or other agencies at emergency scenes and during potentially hazardous or stressful situations.
- During municipal emergencies, such as wildfires, collaborates with the County's emergency management team to provide initial and on-going support to affected communities (e.g. door-to-door notifications, evacuation operations, traffic control, and community security).
- Participates in emergency management training and activities, including mock incident exercises.

All other duties as assigned.

#### Required Competencies

- Strong interpersonal skills, with the ability to communicate effectively both orally and in writing, including public speaking and presenting to a variety of audiences.
- Ability to solve problems and make sound decisions in dynamic, high-stress situations.
- Exercises reasonable discretion in determining enforcement actions, investigating complaints, deciding on appropriate responses.
- Capable of analyzing complex situations and making independent, well-informed judgements.
- Demonstrates professionalism and ethical conduct when interacting with the public, other agencies, and other County departments, particularly in high-risk encounters involving belligerent or non-compliant offenders.
- Knowledgeable in the use of enforcement tools, including speed radar, weight scales, in-car and body cameras, mobile and portable radios, OC spray, baton, shotgun, and the use-of-force continuum.
- Adaptable and able to adjust to changing priorities, maintaining effectiveness under pressure.
- Strong teamwork and collaborative skills, contributing to team goals and supporting colleagues.
- Takes ownership of tasks and proactively contributes to improvements within the County.
- Knowledgeable in municipal bylaws and provincial legislation.
- Proficient with Microsoft programs, smartphone applications, and computer-based systems.

- Understands risk management, including environmental, biological, physical, and psychological threats, and uses personal protective measures effectively.
- Excellent organizational and time management skills.
- Strong investigative skills with the ability to gather and assess information effectively.
- Capable of compiling and presenting evidence in a court of law.
- Exercises discretion and maintains confidentiality with all documentation and sensitive information.

## Qualifications

- Ability to obtain and maintain Community Peace Officer Level 1 appointment through the Provincial Peace Officer Program.
- No criminal record.
- No outstanding criminal charges and not subject of criminal investigation.
- Must acquire and maintain an enhanced reliability security clearance through the RCMP.
- Minimum age of 18 years old.
- Demonstrates competence and good character.
- Possess and maintains, at minimum, a class 5 Alberta operator's license or equivalent.
- Holds an acceptable driver's abstract.
- Has completed or must be able to attend and complete the Community Peace Officer Induction Program (CPOIP).
- Has completed a 2-year diploma program from a post-secondary learning institution in Law Enforcement or possesses a combination of education and experience.
- Willingness to take additional training as required.

## Physical Demands

- Must possess current, successful, test results in physical ability evaluations, including Physical Abilities Requirement Evaluation, Alberta Physical Readiness Evaluation for Police, Correctional Officer Physical Aptitude Tests, or Police Officer Physical Aptitude Test. This is a condition of securing the position, and it is the responsibility of the employee to maintain physical fitness as a condition of continued employment.
- Must be medically and physically able to perform all duties of the position on an ongoing basis.
- Must interact with the public and handle difficult and stressful situations requiring law enforcement actions, including mediating disputes between neighbors.
- Must be able to manage interactions with belligerent, non-compliant offenders, where there is a high-risk of physical injury and assault.
- Must be able to interact with diseased or vicious domestic animals.
- Must assist with cleaning up unsightly properties, which may require the use of protective equipment due to unsafe and unsanitary conditions.

## Work Environment

- Often working alone, occasional lifting, and periods of standing.
- Significant travel around the county is required for performing fieldwork, often in remote or challenging areas.
- Work shifts vary, including days, evenings, and weekends, with occasional overnight work. A minimum 80-hours bi-weekly is required, with availability on holidays as needed.
- Frequent exposure to seasonal and environmental weather conditions, including extreme temperatures, storms, and other potentially hazardous elements.
- May encounter hazardous situations such as aggressive or non-compliant individuals, dangerous animals, or unstable environmental conditions that require quick decision-making and safety awareness.
- Must be prepared for emergencies or situations requiring swift response, including working in isolated locations with limited immediate backup.

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***\*\*Management has the right to add or change these duties of the position at any time.***

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