



September 14, 2017

INTERNAL / EXTERNAL POSTING
COMMUNITY SAFETY OFFICERS – PERMANENT PART TIME
CSO SUPERVISOR

POSITION SUMMARY:

Reporting to the Director of Protection Services & Fire Chief, the Community Safety Officer Supervisor will provide mentorship and direction to an experienced force of Community Safety Officers. The incumbent will be responsible for enforcement of Municipal bylaws, The Traffic Safety Act, The Alcohol and Gaming Regulation Act 1997, The Highways and Transportation Act, 1997, (for weights & measures) The Litter Control Act, The All-Terrain Vehicles Act, The Snowmobile Act, The Cities, Act, The Trespass to Properties Act, The Mental Health Services Act, The Cities Act, “not in progress” criminal property offences specific to Theft under \$5,000. (Criminal Code Sec. 334b.(i) &(ii)) and Mischief (Criminal Code Sec. 430) as identified under the approved appointment by the Saskatchewan Ministry of Corrections, Public Safety and Policing and the Ministry of Justice.

As an appointed Special Constable/Community Safety Officer Manager you will lead by example and work collectively to provide presence and visibility throughout the community. This will be accomplished through enforcement, prevention, intervention and education that relate to crime reduction strategies, concepts and principles with regular interaction with RCMP and other internal & external agencies.

DUTIES & RESPONSIBILITIES:

- Monitoring and manage work of the Community Safety Officers to ensure quality service to community.
- Continued proactive networking with partners and others
- Field community enquiries and complaints
- Monitor and manage administrative (schedule, equipment purchases, etc.)
- Development and training of CSO's
- Writing of SOPs as required and ensuring compliance
- Monitor of CSO's for direction/discipline and Annual Evaluation
- Monitor and order/purchase supplies as required (ie: parking violations, inspection tickets, etc)
- Pick up and transport summonses and other correspondence between RCMP and City Hall
- Transport other correspondence between CSO Unit and RCMP as required (court requirements, issues to address from court)
- Pick up deposit from City Hall at end of day and make deposit
- Respond to other City Hall requests (re: timesheets, mail, etc)
- Field inquiries (email, phone, drop-in, follow-up vehicle inspections etc.) from community and respond accordingly
- Correspond with other agency's (SGI, PA911, etc) inquiries/requests and follow-up accordingly
- Correspond with other City Department's (Parks, Public Works) inquiries/requests/complaints and follow-up as required
- Correspond with City Garage (or other vehicle shop(s)) to ensure vehicle care as required (daily vehicle inspections, service appointments, other vehicle issues)
- Field inquiries for other officers who are on time off and follow-up as required if required
- Contact for Unit for IT issues and follow-up.
- CSO representative for community events and correspond with the organizer of those events regarding the CSO's participation (parades, traffic control, etc.)
- Correspond with Administrative Support as requested/required (Property Inspection Orders)

QUALIFICATIONS

- The ideal candidate will have a minimum of five to ten years related experience in policing or municipal bylaw enforcement.
- Proven leadership and conflict resolution skills; excellent written and verbal communication. Previous supervisory experience an asset.
- Computer Literate, Microsoft Word, Excel, Power Point, Report Exec.
- Acceptable Criminal Record check, including vulnerable sector screening by RCMP.
- Valid class 5 license and a clean drivers abstract.
- Minimum Grade 12, copy of Diploma and Transcript required.
- Law & Security Diploma/Certificate in Police/ Justice Studies, Alberta, CPO 1, Sask CSO, or equivalent
- Baton and OC spray certification.
- Radar/Lidar certification.
- EVOC and Stop Tactics certification.
- PPCT certification
- Completion of the Physical Abilities Evaluation Test (PARE) (6mth acceptable)
- First Aid, CPR; (current)
- Heavy vehicle weight and measures certification an asset.
- Snow mobile, all terrain training, certification an asset.
- ICS 100, 200, Emergency Management Courses and asset.

Interested candidates are encouraged to submit a letter of interest, resume and copies of all transcripts and certifications (as applicable above) to hr@cityofnb.ca, by October 14th, 2017.
We thank all applicants, but only those selected for an interview will be contacted.