



RM OF WEST ST. PAUL

POSITION DESCRIPTION

POSITION Community Safety Officer	DEPARTMENT: Community Services
EFFECTIVE DATE September 2025	DATE REVISED:
SUPERVISOR: Senior Community Safety Officer	WAGE LEVEL: \$66,777.48 - \$87,838.40

SUMMARY

The Community Safety Officer is responsible for enforcing municipal by-laws and select provincial statutes within the RM of West St. Paul. This role involves patrolling the community, investigating complaints, issuing tickets and warnings, and promoting public safety through education and community engagement. The Officer works closely with the Senior Community Safety Officer, RCMP, and other partners to support a safe, welcoming, and law-abiding community.

KEY RESPONSIBILITIES

Enforcement & Investigation

- Enforce municipal by-laws and applicable provincial statutes.
- Patrol the community, investigate alleged breaches, and determine corrective actions.
- Issue warnings, tickets, and orders; prepare reports and documentation for court proceedings.
- Attend court as required, serving as a witness and providing accurate testimony.
- Assist with animal control issues as required.

Community Engagement & Education

- Promote awareness, cooperation, and compliance with municipal by-laws through education and outreach.
- Build and maintain positive relationships with residents, community groups, and local organizations.
- Collaborate with RCMP and other enforcement partners as appropriate.

Administration & Reporting

- Record and investigate complaints from the public promptly.
- Maintain accurate records of investigations, enforcement actions, and resolutions.
- Prepare status reports for the Senior Community Safety Officer, Director of Community Services, or CAO.
- Assist in reviewing by-laws and recommend updates when required.

Support & Teamwork

- Assist Senior Community Safety Officer with complex investigations and enforcement.
- Provide backup and co-response support with RCMP, Fire, or EMS when appropriate.
- Perform other related duties as assigned.

Health & Safety

- Adhere to Occupational Health and Safety standards, municipal policies, and guidelines.
- Use proper protective equipment and safe work practices at all times.
- Recognize, de-escalate, and respond appropriately to volatile or dangerous situations.

QUALIFICATIONS

- Minimum Grade 12 education.
- 1–3 years of experience in enforcement, security, or related field preferred.
- Completion of a recognized Community/By-Law Officer training program or willingness to obtain.
- Valid Class 5 driver's license.
- Current First Aid/CPR certification.
- RCMP security clearance and driver's abstract required as a condition of employment.
- Understanding of municipal bylaws, provincial statutes, and enforcement practices.
- Strong interpersonal, communication, and conflict-resolution skills.
- Ability to write clear and accurate reports.
- Competent with Microsoft Office and enforcement software.
- Ability to work effectively within a team and adapt to changing circumstances.

Working Conditions:

- Work performed indoors and outdoors in all weather conditions.
- Potential exposure to animals and confrontational situations.
- Shift work, including evenings and weekends, may be required.
- Physical demands include standing, walking, driving, and occasional lifting.

Incumbent

CAO

Date