

Bike Patrol Officer Community Safety and Outreach (Student Position) Grand Falls Police Force

POSITION PERIOD

Temporary (Seasonal)

JOB SUMMARY

Under the supervision of management or the designated supervisor, the incumbent is responsible for maintaining a proactive and visible presence throughout various areas of the municipality to promote a safe, welcoming, and positive environment for residents and visitors. The incumbent also serves as a public resource by providing information, assistance, and reporting situations requiring intervention.

ROLE AND RESPONSABILITIES

Patrol and Monitoring

- Conduct regular bicycle patrols in assigned areas, including parks, trails, recreational facilities, residential areas, and the downtown sector;
- Maintain a visible presence to help prevent vandalism, inappropriate behaviour, and violations of municipal bylaws;
- Monitor public spaces and report any hazards or safety concerns (damaged infrastructure, litter, damaged equipment, etc.);
- Inspect the general condition of public and recreational areas.

Community Service

- Act as a courteous and approachable point of contact for residents and tourists;
- Provide information, directions, and assistance to the public;
- Promote municipal activities, events, and community initiatives;
- Develop and maintain positive relationships with residents, organizations, and local businesses;
- Educate the public on safety rules and respect for public spaces.

Observation and Report Writing

- Observe and document situations requiring follow-up, including:
 - suspicious activities;
 - vandalism or graffiti;
 - property damage;

- public safety hazards or concerns;
- Promptly report any concerning situations to the supervisor or appropriate authorities;
- Complete daily patrol logs and incident reports.

Safety and Equipment Maintenance

- Follow all safety procedures and bicycle operation guidelines;
- Wear all required safety equipment at all times;
- Perform basic bicycle and equipment inspections prior to patrols;
- Report any repair or maintenance needs promptly;
- Properly use portable radios or other communication devices provided.

REQUIRED QUALIFICATIONS AND SKILLS

- Excellent communication and interpersonal skills in both official languages;
- Ability to work independently with minimal supervision;
- Good physical fitness and confidence riding a bicycle;
- Strong observation and judgment skills;
- Professional, responsible, and reliable attitude;
- Knowledge of the municipality and community is considered an asset;
- Experience in customer service or community programming is considered an asset.

WORKING CONDITIONS

- Full-time seasonal student position;
- Schedule of 40 hours per week;
- The incumbent must be available every day of the week according to a variable schedule based on operational needs;
- Work is primarily performed outdoors in various weather conditions;
- Extended periods of cycling and standing;
- Schedule may include evenings, weekends, and holidays.

LEARNING OPPORTUNITIES AND EXPERIENCE

This position will allow the student to:

- Develop customer service and communication skills;
- Gain practical experience in community safety and public service;
- Improve observation, analytical, and problem-solving skills;
- Develop autonomy, responsibility, and professional work habits.

Caution: The above statements reflect the characteristic elements of the identified job and are intended to describe the general nature and level of work performed and should not be construed as an exhaustive enumeration of all inherent occupational responsibilities, duties, abilities, and requirements. All staff members may, from time to time, be required to perform tasks outside the scope of their normal responsibilities, as required.