

HEALTH CENTRE – SECURITY GUARD

General Purpose

To patrol and protect assigned property, promote and enforce safety and security and act as a visible deterrent against irregular activity.

Main Job Tasks and Responsibilities

- patrol designated property to monitor and prevent intrusion, damage, hazards and breaches of security
- protect property and tenants from theft, damage, trespassing or accidents
- provide a visible presence that enforces safety and security
- identify and investigate suspicious behavior, threats and irregular activity
- monitor and control entrance and departure of employees and visitors according to prescribed protocol
- detect and confront unauthorized persons and violators of security procedures
- check property through electronic monitoring systems
- report rule infractions and violations
- monitor and prevent movement of prohibited items into and out of property
- conduct exterior property checks for maintenance issues, malfunctions or hazards
- contact relevant authorities to deal with unlawful or irregular activities
- prepare written reports of daily activities, observations and incidents
- inspect security systems
- implement the prescribed emergency plan in case of emergency

Education and Experience

- High school diploma or GED certificate
- current and valid driving license plus a safe driving record
- knowledge laws and regulations
- working knowledge of security operations and safety practices
- working knowledge of enforcement policies and procedures
- working knowledge of safety equipment
- no disqualifying criminal history
- be at least 18 years of age and 21 years of age for certain positions

Key Competency Requirements

- detail-orientated and keen observation skills
- good communication skills - verbal and written
- integrity and moral fitness
- reliability and dependability
- able to react appropriately in emergency and high stress situations
- able to anticipate, identify and solve problems
- judgement and decision making skills
- maintain a professional appearance and demeanour
- flexible to work different schedules
- meet physical requirements

Any interested person should submit a copy of their resume to Chief Wilfred King by fax (807) 982-0009 or in person at the Government Office in GBFN.