



Provincial Job Description

TITLE:
(169) Senior Security Officer

PAY BAND:
13

FOR FACILITY USE:

SUMMARY OF DUTIES:

Coordinates the operations of the Security Department.

QUALIFICATIONS:

- ◆ **Grade 12 plus**
 - ◆ **International Association for Healthcare Security and Safety certificate**

KNOWLEDGE, SKILLS & ABILITIES:

- ◆ **Basic computer skills**
- ◆ **Organizational and leadership skills**
- ◆ **Interpersonal and communications skills**
- ◆ **Ability to work independently**
- ◆ **Ability to deal with aggressive/violent individuals**
- ◆ **Valid drivers license**

EXPERIENCE:

- ◆ **Previous: Twenty-four (24) months previous experience in Security.**

KEY ACTIVITIES:

A. Administration / Coordination

- ◆ Interviews and trains security officers.
- ◆ Orientates and trains staff.
- ◆ Provides input into job performance appraisals and performance reviews.
- ◆ Approves vacation requests and schedules replacement staff.
- ◆ Verifies and addresses department payroll concerns.
- ◆ Liaises with other departments, agencies (e.g., police) to resolve security issues.
- ◆ Conducts education sessions on security, fire and self defence and records attendance.
- ◆ Provides security audits as requested by other departments.

B. General Department Operations

- ◆ Manages key control procedures (e.g., approves, cuts and supplies keys for door locks).
- ◆ Maintains database for key system.
- ◆ Orders stock, contracts services and installs door locks.
- ◆ Coordinates service for parking control (e.g., commissionaires).
- ◆ Contracts with outside agencies for professional/specialized services.
- ◆ Administers parking system (e.g., allocation of staff parking, maintains records).
- ◆ Coordinates security card systems.
- ◆ Assesses, coordinates and implements traffic signage.
- ◆ Ensures compliance with protocols (e.g., parking, fire codes).
- ◆ Coordinates, implements and documents fire drills.
- ◆ Resolves disputes and inquiries pertaining to parking enforcement.

C. Security Duties

- ◆ Performs duties of a security officer, when required.
- ◆ Performs follow-up investigations of unusual incidents.
- ◆ Reviews and investigates unusual documented incidents to eliminate or reduce recurrence.

The above statements reflect the general details considered necessary to describe the principal functions of the job and shall not be construed as a detailed description of all related work assignments that may be inherent to the job.

Any revisions of this document recommended by the Joint Job Evaluation Maintenance Committee must be approved by the Parties.

Validating Signatures:

CUPE:

SEIU:

SGEU:

SAHO:

Date: 2005

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