



# *Provincial Job Description*

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***TITLE:***  
**(169) Senior Security Officer**

***PAY BAND:***  
**13**

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***FOR FACILITY USE:***

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***SUMMARY OF DUTIES:***

Coordinates the operations of the Security Department.

***QUALIFICATIONS:***

- ◆ Security Officer Applied certificate

***KNOWLEDGE, SKILLS & ABILITIES:***

- ◆ Basic computer skills
- ◆ Organizational skills
- ◆ Leadership skills
- ◆ Interpersonal skills
- ◆ Communications skills
- ◆ Ability to work independently
- ◆ Ability to deal with aggressive/violent individuals
- ◆ Valid driver's license

***EXPERIENCE:***

- ◆ **Previous: Twenty-four (24) months previous experience in Security which includes Transport Canada/Federal Aviation Authority Heliport Ground Operations certification.**

## ***KEY ACTIVITIES:***

### **A. Administration / Coordination**

- ◆ **Prioritizes workload and schedules workflow.**
- ◆ **Interviews and trains security officers.**
- ◆ **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.**
- ◆ **Assists with development of policies and procedures.**

### **B. General Department Operations**

- ◆ **Maintains key control and photo ID systems and databases.**
- ◆ **Coordinates parking services.**
- ◆ **Contracts with outside agencies for professional/specialized services.**
- ◆ **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**

- ◆ **Guards and observes patients, helps to locate missing or wandering patients.**
- ◆ **Guards lock-up areas.**
- ◆ **Responds to incidents that occur which may result in injury to persons.**
- ◆ **Defuses violent or aggressive situations.**
- ◆ **Restrains combative patients.**
- ◆ **Ensures patient census is accurate.**
- ◆ **Provides assistance to the safe drive/safe walk programs.**
- ◆ **Performs follow-up investigations of unusual incidents.**
- ◆ **Reviews and investigates unusual documented incidents to eliminate or reduce recurrence.**
- ◆ **Reviews security occurrence and use of force reports.**

**D. Protect / Secure Facility and Property**

- ◆ **Monitors security cameras.**
- ◆ **Secures entrances and offices throughout the facility.**
- ◆ **Patrols grounds to deter theft, vandalism, illegal parking and damage.**
- ◆ **Apprehends and detains suspects, removes and documents contraband.**
- ◆ **Removes and catalogues dangerous weapons.**
- ◆ **Ensures safety of the hospital and outlying buildings.**
- ◆ **Monitors suspicious activities.**
- ◆ **Responds to all emergencies.**
- ◆ **Escorts staff moving cash.**
- ◆ **Unlocks and locks all doors at regular intervals.**
- ◆ **Enforces parking regulations and control.**
- ◆ **Provides daily and pre-landing inspections of heliport.**

*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.*

*Validating Signatures:*

*CUPE:*

*SEIU:*

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*SGEU:*

*SAHO:*

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*Date: February 13, 2018*