

MATAWA FIRST NATIONS MANAGEMENT



Job Description

Security Guard

Matawa Training & Wellness Centre

PURPOSE OF THE POSITION

Reporting to the Facilities Manager at the Matawa Training and Wellness Centre, the Security Guard is responsible for the undertaking of the surveillance of the premises and the protection of personnel and visitors. In addition, the Security Guard will be responsible for detecting any suspicious happenings and preventing vandalism, thefts or any other criminal behavior. The Security Guard secures premises by patrolling property, monitoring surveillance equipment and access points. They will investigate security breaches, incidents, and other alarming behavior. The Security Guard plays an essential role in securing the building and supports a learning environment that promotes health, attitude and pride, while serving as a role model by displaying a professional, courteous, and helpful nature.

SCOPE

The Security Guard will be responsible for the overall security of the premises and personnel by patrolling property, monitoring surveillance equipment, and access points.

RESPONSIBILITIES

Job Duties

Main Activities

- Inspect and patrol premises regularly on foot, securing personnel, assets, buildings, gates and fence perimeters, in all weather conditions;
- Investigate and take the appropriate lawful action as authorized by Matawa First Nations Management policies and applicable legislation on accidents, incidents, trespassing, suspicious activities, safety and fire incidents;
- Control and monitor surveillance equipment, and perform building and equipment inspections;
- Guard access points, permitting or refusing entry and direct heavy traffic during start/end of business hours and after hours;
- Respond immediately to distress calls, panic alarms, and emergency calls for disorderly conduct, disruptive persons, and incidents swiftly and appropriately;
- Completing reports by recording observations, information, occurrences, and surveillance activities.
- Submit reports of daily, evening and nightly surveillance activity;
- Collaborate with other security officers for effective protection and coverage;
- Advise the Facilities Manager on matters relating to mechanical equipment and/or building maintenance.

Safety and Security

Main Activities

- Periodically inspect or otherwise maintain awareness of facility and equipment to detect and prevent injuries or damage;
- Secure building(s) to ensure proper security at all times. Lock, secure and enter code to exit building at end of shift;
- Ensure the protection of life and property, preservation of peace and good order in the community, enforcement of laws and regulations, emergency management, planning, facility and data security, personnel clearances, and community outreach;
- Initiate the necessary procedures quickly and accurately, relating to the emergency services, e.g., Police, Fire, Gas and Electricity Board;
- Work in compliance with safety legislation such as the Occupational Health and Safety Act, WHMIS, etc.
- Provide first-aid when needed and de-escalation of crisis situations.

Administrative Functions

Main Activities

- Ensure equipment and supplies and protect against pilferage, loss, theft, or abuse;
- Follow legislated policies and stay abreast of updates and changes;
- Liaison as intermediaries between public safety officials and management team;
- Initiate security service requests according to building procedures. Follow through to ensure that security requests are performed in a timely manner.
- Issuance and maintenance of access cards and keys, supervision of security and/or clerical support staff, monitoring of alarm systems, preparation of clearance forms, and maintenance of security documents and other data in either hard copy or computerized formats.
- Issuance of new personnel photo id and key fob cards and replacement cards.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge

The incumbent must have proficient knowledge in the following areas:

- Knowledge of electronic surveillance equipment to monitor alarm systems and activities;
- Basic knowledge of the ID card software in the entire access process/program;
- Word processing software to prepare reports, submit electronic incident accounts and retrieve client information from databases;
- Thorough knowledge of proper safety techniques and procedures;
- Knowledge of First Nation cultures and lifestyles.

Skills

The incumbent must demonstrate the following skills:

- Strong communication skills, including successful verbal and written communications with personnel, contractors and vendors;
- Organization skills and attention to detail;
- Team building skills;
- Analyzing and problem-solving skills;
- Excellent decision-making skills;
- Excellent stress and time management skills;
- Excellent written, verbal, interpersonal and analytical skills;
- Excellent surveillance skills;
- Attention to detail.

Personal Attributes

The incumbent must maintain strict confidentiality in performing the duties of Security Guard.

The incumbent must also demonstrate the following personal attributes:

- Good interpersonal and communication skills;
- Ability to adapt to changes;
- Demonstrated ability to work effectively with various stakeholders;
- Initiative and ability to work with minimal direction;
- Be honest and trustworthy;
- Be respectful;
- Possess cultural awareness and sensitivity;
- Demonstrate sound work ethics;
- Demonstrate initiative in meeting the needs of community members inside the building environment;

Education/Training/Certification

- Graduation from high school or equivalent;
- Valid Ontario Security Guard License;
- Demonstrated 1 year (minimum) experience as a Security Guard;
- Current Standard First Aid/CPR Certificate;
- Background and experience with Indigenous culture and practices, is preferred.

Requirements

- Must submit a Vulnerable and Criminal Record Check;
- Must possess a valid Ontario Driver's License.

WORKING CONDITIONS

Physical Demands

The Security Guard may have to travel throughout the community in all weather conditions. They may have to lift, carry and manage equipment and supplies. They may have to work odd or long hours at a time to complete special requests or projects. The Security Guard may have to spend long hours sitting and using office equipment, computers and attending meetings.

Environmental Conditions

The Matawa Training and Wellness Centre may be a busy facility. The Security Guard may have to manage a number of people and projects at one time, and they may be interrupted frequently. The Security Guard may find the environment to be busy, noisy and will need excellent organizational and time and stress management skills to complete the required tasks.

Sensory Demands

Sensory demands can include reading, using the computer and monitoring screens, which may cause eye strain and occasional headaches. The office environment may be noisy and busy making it difficult for the Security Guard to concentrate.

Mental Demands

The Security Guard may have to manage several requests at one time. They may have to complete several tasks and responsibilities at one time and must be prepared to deal with emergencies and stressful situations at any time.

CERTIFICATION

Employee Signature

Printed Name

Date

I certify that I have read and understand the responsibilities assigned to this position.

Supervisor's Title

Supervisor's Signature

Date

I certify that this job description is an accurate description of the responsibilities assigned to the position.

Chief Executive Officer's Signature

Date

I approve the delegation of responsibilities outlined herein within the context of the attached organizational structure.

The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.