

SECURITY OFFICER 1

GENERAL

An incumbent in this classification provides protection for government buildings and properties and provides assistance and direction to members of the public and government employees having business within government buildings. Incumbents work under the supervision of a Head Security Officer but work independently during shifts, exercising initiative on matters not prescribed within established policies and procedures.

TYPICAL DUTIES

Provides protection for all government buildings against vandalism and illegal intrusion.

Provides protection for all exterior government properties with regard to unauthorized use.

Provides assistance and direction to all members of the public and government employees having official business within government buildings.

Conducts regular patrols of interior and exterior of government properties to establish and maintain security controls.

Monitors and responds to technical security alarms installed in government buildings.

Maintains good working relations with local law enforcement agencies.

Conducts casual surveillance on all members of the public entering government buildings relative to irrational behaviour.

Responds to complaints by government employees regarding members of the public carrying out irrational acts.

Issues parking enforcement control tickets as required.

Administers first aid to members of the public or government employees who may receive injuries when on the premises.

Acts on established programs related to fire evacuations.

Acts on established procedures related to "bomb scares".

Conducts guided tours of the buildings on behalf of the visiting public and school children during September to May.

Operates elevators on an emergency basis.

Performs other related duties as assigned.

QUALIFICATIONS

Knowledge, Abilities and Skills

Thorough knowledge of the location of all government departments and senior officials.

Good knowledge of the rules of first aid.

Ability to deal tactfully and courteously with the public in answering their inquiries.

Should have sufficient strength and agility to deter and apprehend prowlers.

Should be alert and have good judgement in detecting and reporting unusual situations which indicate a danger to the building, its equipment or contents.

Education, Training and Experience

Some experience in building security or previous experience as a watchman is desirable.

SECURITY OFFICER 2

GENERAL

An incumbent is responsible for the supervision of Security Officers who provide protection for government buildings and property, and assistance and direction to the public and government employees.

TYPICAL DUTIES

Supervises all Security Officers working within an assigned area.

Supervises contract security guards employed on periodic occasions for special functions.

Responds to and investigates all complaints related to security, ensuring remedial action.

Establishes and prepares shift scheduling for all Security Officers.

Prepares and maintains pay sheets, shift differential sheets, sick returns and vacation rosters.

Responsible for programming and scanning all mail of a suspicious nature by means of a Dynex Postal Inspection machine.

Establishes control procedures for issuance and care of Grand Master and Master keys.

Records and arranges for remedial action for all complaints related to safety or fire control within each complex.

Performs other related duties as assigned.

QUALIFICATIONS

Knowledge, Abilities and Skills

Thorough knowledge of the location of all government departments and senior officials.

Ability to deal tactfully and courteously with the public in answering their enquiries.

Ability to supervise, control and direct uniformed personnel.

Good knowledge of the rules of first aid.

Should be alert and have good judgement in detecting and reporting unusual situations which indicate a danger to the building, its equipment or contents.

Education, Training and Experience

Experience in dealing with the public and supervising personnel with some first aid training. Police or military training would be an asset.