

Security Officer

Security Services - Brandon Campuses

Casual

Salary: \$16.89 per hour

Classification: Security Officer 1 (SO1)

Competition #47- 20/21

Open to all, but preference given to Assiniboine's Police Study Graduates

Assiniboine Community College strives to create Exceptional Learning Experiences for our students. We are committed to student success and to building an environment that creates and supports a high level of student engagement. The college is looking to hire Security Officers to provide all aspects of protective services for our Brandon campuses.

Although all candidates are encouraged to apply, the college does have an Intern Security Officer program designed to help recent graduates of the Police Studies program obtain frontline job-readiness work experience and exposure to the Protective Services profession, preparing them for future opportunities in the Law Enforcement profession.

Assiniboine's Security Officers preserve and maintain public peace at Assiniboine College facilities, and are responsible for providing protection for College buildings and grounds, including providing assistance and direction to members of the public and college employees in a prompt and courteous manner.

You will be a graduate of Assiniboine Community Colleges' Police Studies program **OR** you will be able to obtain a Provincial Security Guard license. You will have and maintain a valid Standard First Aid Certificate from a qualified provider approved by any province or territory in Canada. You will possess and maintain a valid driver's license that allows the holder to drive a motor vehicle in Canada where required per work location. Security Officers will wear and maintain a security uniform, be willing to operate an assigned vehicle as required and be able to work overtime as required. You will also be required to provide a current criminal records check and a current vulnerable sector check.

We will also be establishing an eligibility list for upcoming various term and casual positions. If you are successful you will be placed on the eligibility list and will be contacted for future opportunities. Information specific to our Internship Security Officer program, for Assiniboine graduates, is provided below.

Assiniboine Community College is committed to ensuring that its policies, practices, and systems are free of barriers, emphasize the value of diversity, and promote full participation to ensure dignity, respect, and equal access for all employees. Requests for accommodations can be made at any point during the recruitment process by contacting 204.725.8729 or humanresources@assiniboine.net.

Assiniboine's campuses are located on the traditional territories of Treaty No. 1 and Treaty No. 2, and the shared traditional lands of Cree, Oji-Cree, Dakota, Dene and Anishinabek/Ojibwe peoples, and the homeland of the Métis Nation.

If you are interested in this career opportunity, please forward your resume and cover letter to the address/email/fax information found at the bottom of this page:

We thank you for your interest. Those selected for further consideration will be contacted.

Internship Security Officer (ISO)

Internship Program

The Internship Security Officer position was designed to support and enhance Assiniboine Community College graduates with frontline job readiness work experience and exposure to the Protective Services profession, preparing them for future opportunities in the Law Enforcement profession.

About the job

Reporting to the Supervisor, Security Services, Internship Security Officers (ISOs) work along with Protective Services Officers to preserve and maintain the public peace at Assiniboine Community College's Facilities. The ISO provides security services for college buildings and associated grounds towards prevention of accidental damage, vandalism, illegal intrusion and/or other occurrences such as theft, unauthorized use of property, etc., in association with local law enforcement agencies and building maintenance staff. The ISO's will in part:

- Conduct routine patrols of designated areas to verify that proper security methods are in place for protection of the college community.
- Enforcement of parking violations on college campus'
- Investigate reports or other concerns for safety and security to promote a safe academic environment.
- Perform any specialized function, as assigned, to accomplish the efficient and effective execution of the security division's purpose.
- Complete reports and follow-up investigations.
- Assist with the administrative functions including access control, records management, parking, crime prevention and community outreach as necessary.

See the full position description for complete list of duties

On a daily basis, ISO's will need to demonstrate sound judgment, effective communication skills, and a commitment to service excellence in client services. With a focus on public safety, public relations, and customer service, the ISO will be the first point of contact for the college's protective service.

Some of the duties of an ISO may require physical exertion; therefore, applicants should be aware that to successfully perform the duties of the job, they should have and should maintain a good level of fitness.

The Opportunity

Assiniboine Community College will support the required amount of interns for the ISO program depending on operational needs, the employment will be full-time for a 2 year term. Candidates will preferably be drawn from the current and past graduating classes. Depending on availability, the employment period may begin at a later

time. Consideration for a one-time extension of up to two years will be afforded to interns that have not secured alternate employment and dependent upon operational needs. There may be a possibility of additional casual or part-time re-employment during the fall and/or winter academic semesters based on operational needs.

Work locations

These positions will be located on the following campuses:

- Brandon:
 - Victoria Ave East
 - Len Evans
 - MICA
- Dauphin
 - Parkland Campus

Eligibility

Preference will be given to graduates of Assiniboine Community Colleges' Police Studies program. As part of the reference process, the college may obtain a reference from the program Chairperson or Instructor.

Other applicants may still apply, but will be required to obtain the Provincial Security Guard License and meet the other conditions of employment listed below.

Conditions of employment

The following requirements must be met and maintained as conditions of employment:

- Possess and maintain a valid Standard First Aid Certificate from a qualified provider approved by any province or territory in Canada.
- Possess and maintain a valid driver's license that allows the holder to drive a motor vehicle in Canada where required per work location.
- Be willing to obtain and maintain a provincial Security Guards License (cost of the license will be paid by the college).
- Wear and maintain a security uniform (supplied by the college).
- Be willing to operate an assigned vehicle as required.
- Work overtime as required.
- Be available to work shifts on a 24/7 basis which may include 8 or 10 hour shifts.
- Provide a current criminal records check.
- Provide a current vulnerable sector check.

Union

The ISO's will hold rights to all aspects of the collective agreement with the exception of Article 16 - Merit Increases. The ISO's will be considered category "B" employees and will come within the 8 hour work day, unless modified by mutual agreement. All shifts will be inclusive of lunch breaks. ISO's will pay Union membership dues.

Hourly rates of pay

ISOs are paid at step one of the Security Officer 1 classification in the current Local 71 collective agreement - \$17.38 per hour and will be eligible to receive the General Salary Increase only, should there be one.

How to Apply

Graduates from the Police Studies program are strongly encouraged to apply. Submit your resume to Human Resources.

POSITION DESCRIPTION

Position Title: Internship Security Officer

Division: Facilities

Classification: Security Officer 1

Supervisor's Title: Supervisor, Security Services

POSITION SUMMARY

Reporting to Supervisor, Security Services, the Internship Security Officer (ISO) is the front line for security at Assiniboine Community College. It provides all aspects of protective services to all campuses under the responsibility of ACC. The ISO preserves and maintains the public peace in all Assiniboine College facilities. The ISO is responsible for providing protection for Assiniboine College buildings and grounds, provides assistance and direction to members of the public and college employees in a prompt and courteous manner.

RESPONSIBILITIES AND ACCOUNTABILITIES

Primary:

Operational Functions- 85%

- Conducts regular foot and/or mobile patrols of the interior and exterior of college properties to establish and maintain security control.
- Responsible to take preventative action on emergency calls within established Policies & Procedures.
- Responds to and investigates all complaints related to security including vandalism, theft, maintenance and safety concerns (i.e. violence in the workplace) etc., and protects related evidence of incidents under investigation.
- Performs all activities relating to the security desk, includes the monitoring of an electronic and/or computer security system and response to technical security alarms installed in college facilities, i.e. duress, intrusion, fire, etc., as required.
- Provides information, assistance and direction to all persons who have official business within college facilities.
- Completes Incident reports of all unusual and/or illegal incidents.
- Answers telephone enquiries, locks/unlock doors as requested by authorized college employees, and assists and/or accompanies the elderly and handicapped as required.
- Utilizes CCTV systems and conducts casual surveillance on all persons entering/being in college facilities relative to irrational behaviour, intoxication, etc.
- Administers first aid to all persons who may have received injuries in or on college facilities.
- Provides crowd/traffic control during Special Events by directing the general public. Enforcement of parking regulations as required and directed. Issues parking tickets as necessary, and gives evidence in court when required.
- Responds to calls to investigate suspicious mail/parcels and scans packages as required.

- Acts on established programs related to evacuations.
- Required to support VIP security and perform other security related duties/investigations as required
- Records and protects found and/or seized property
- Conducts guided tours of college facilities as required.

Administrative Functions- 15%

- Take corrective action regarding complaints or observations related to safety and/or security.
- Ensures that the Daily Log is properly maintained and take action when applicable.
- Maintains personal notebook to ensure pertinent information is retained.
- Assist in the training of new security officers in conjunction with the supervisor.

KEY RELATIONSHIPS (attach relevant organizational chart(s))

Staff Positions Directly Supervised	0
Staff Positions Indirectly Supervised	0

Other Key Relationships:

The key relationships are any and all stakeholders that may visit or frequent Assiniboine community colleges campus.

KNOWLEDGE, SKILLS, ABILITIES, OTHER

Graduate from the Police Studies Program

Obtain and maintain CPR/AED and First Aid certification

OTHER COMMENTS
Occupational, Safety, Health & Risk Management Accountability - Workers

- Reports to Supervisor, Security Services
 - Comply with Section 5 of Manitoba’s Workplace Safety and Health Act and applicable regulations.
 - Adhere to Department Policies, Safe Work Practices and other safe work procedures
 - Report hazards to supervisor
 - Do not perform work that you have reason to believe is unusually dangerous. Report concern to supervisor
 - Report unresolved problems to Safety Representative
 - Work co-operatively with co-workers, Safety Committees, supervisors and others