

SCHOOL DISTRICT NO.5 (SOUTHEAST KOOTENAY)

JOB DESCRIPTION

JOB TITLE: NIGHT SECURITY OFFICER

JOB SUMMARY: An employee hired to perform security duties to maintain the safe conditions of the school district's property, who is responsible to an assigned supervisor.

QUALIFICATIONS REQUIRED:

1. Grade 12 or equivalent
2. Valid British Columbia Driver's License.
3. Working knowledge of security systems, building locations, grounds layout, and building plans.

MUST HAVE THE ABILITY TO:

1. Communicate effectively, orally and in writing.
2. Maintain confidentiality.
3. Work alone on a graveyard or late-night shift.
4. Be self-directed and work independently.
5. Cope with standardized and repetitive work routines.
6. Read and understand specialized and technical materials.
7. Judge and respond to a variety of safety situations.
8. Work with disagreeable and/or hostile conditions.

RESPONSIBILITIES AND DUTIES:

1. Perform minor emergency maintenance to secure buildings and grounds.
2. Secure buildings, grounds, and equipment.
3. Be knowledgeable in the location and operation of all utility and security controls.
4. May encounter serious and/or dangerous situations.
5. Provide first alert for potentially dangerous situations.
6. Prepare a daily log.
7. Liaise with RCMP, Fire Department and other community groups.
8. Perform other job-related duties.