



JOB POSTING

C.U.P.E. 4400D/14/018

POSTED: April 28, 2014

DEADLINE: 4:30 p.m.: May 5, 2014

SECURITY GUARD – PART TIME **1 Temporary Part-Time Position** **Base Rate of Pay: \$26.84 – \$31.92 per hour** **CUPE Local 4400, Unit D – 12 Months**

THIS POSTING IS BEING ADVERTISED INTERNALLY AND EXTERNALLY AT THIS TIME

*Reporting to the Security Team Leader, the Security Guard – Part-time will be responsible for ensuring protection of all TDSB properties and its assets and the safety of all TDSB staff, students and community members as they relate to TDSB properties. This position will assist Facility Services management staff by reporting/investigating situations on Board sites that are potentially of an illegal/criminal nature. **This is a “temporary” assignment anticipated to continue to a date no later than February 1, 2015.***

Provisions and conditions of employment to be confirmed at time of job offer.

Summary of Duties:

- Respond to and investigate alarms
- Conduct physical checks of TDSB properties
- Respond to community complaints related to TDSB properties
- Assist Emergency Services
- Liaise with all TDSB staff
- Intervene in prohibited/illegal activities on TDSB properties
- Liaise with school administration
- Monitor/control access and use of TDSB properties
- Communicate with police and fire department, providing and requesting information as necessary
- Dispatch security guards via two-way radio communications system and direct them through their response to incidents
- Ensure adequate computer records of patrols and incidents are initiated, maintained and/or completed
- Maintain communications with Security Group Leader as necessary or as directed, and
- Other related duties as assigned.

Qualifications:

- Two-year community college diploma and certificate in law enforcement with one to two years of related experience, or an equivalent combination of education and experience;
- Sound understanding of law enforcement;
- Working knowledge of the Criminal Code of Canada, the Trespass to Property Act, the Liquor License Act of Ontario, municipal by-laws;
- Experience with technical and operational aspects of alarm systems;
- Experience dealing with confrontation and violence;
- Experience with diverse social and cultural needs in the community;
- Experience in reacting to emergency situations;
- Experience recognizing criminal offences and evidence, and the preservation of such evidence;
- Ability to work in “emotionally-charged” environments such as large public gatherings;

- Basic computer skills;
- Ability to undertake first-line response independently in emergency situations.

Special Requirements:

- Must possess a non-probationary class G driver's license to operate Board vehicle. (Applicants are asked to supply a current Driver's Abstract of their driving license.);
- Must possess and maintain a valid Ontario Security License;
- Current First Aid and CPR certification;
- Ability to stand/walk for extended periods; and
- Must wear uniform including safety equipment as required.

Location: This position will be initially located at 15 Oakburn Crescent (wheelchair accessible).

Hours of Work: 24 hours per week: 11:00 pm to 11:00 am Friday & Saturday (***plus Statutory Holidays***) and
11:00 am to 11:00 pm Saturday & Sunday (***plus Statutory Holidays***)

Work Year: 12 month

Please note:

Applications **must** be submitted by fax (416-393-8878):

1. in resume form with covering letter;
2. with Competition # CUPE 4400D/14/018;
3. no later than 4:30 p.m. on May 5, 2014.

We strive to provide accommodation needs consistent with the Ontario Human Rights Code. Applicants are encouraged to make their needs for accommodation known in advance during the hiring process.

Only applicants selected for an interview will be contacted. Applications will not be acknowledged in writing.