



# JOB POSTING

**CUPE 4400 D/14/0027**

**POSTED: June 24, 2014**

**DEADLINE: 4:30 p.m., June 30, 2014**

## **Supply Security Guard**

**3 Positions**

**Rate of Pay: \$26.84 per hour**

**CUPE Local 4400, Unit D – 12 Months**

*Reporting to the Security Team Leader, the Supply Security Guard 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 causal "on call" position, temporarily replacing permanent Employees on an "as required" basis for various shifts operating on a 24 hour clock.*

### **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;
- Communicates with police and fire department providing and requesting information as necessary;
- Dispatches security guard via two-way radio communications system and directs them through their response to incidents;
- Ensure that adequate computer records of patrols and incidents are initiated, maintained and/or completed;
- Maintains communications with 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 a 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;
- Current Certification (e.g. Use of Force (provincial standard) would be an asset);
- 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:** Day, Afternoon or Evening Shifts Monday to Friday and Weekends on Saturdays, Sundays and Statutory Holidays.

**Weekend Shift Schedule is:**

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*)

Shifts will be "On Call" as required and are subject to change based on operational needs.

**Work Year:** 12 month

**Effective Date:** To be determined

## Please note:

a) Applications must be submitted:

1. In resume format with covering letter;
2. With Competition # CUPE 4400D/14/0027;
3. No later than 4:30 p.m. on June 30, 2014.
4. Applications must be submitted using only ONE of the following methods:
  - a) Hard copy to – Employee Services – Unit D, 5050 Yonge Street - 4<sup>th</sup> Floor, Toronto, Ontario M2N 5N8.
  - b) Fax to (416) 393-8878
  - c) Hand-deliver to Employee Services – Unit D, 5050 Yonge Street - 4<sup>th</sup> Floor.

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

We strive to meet the accommodation needs of persons with disabilities. Applicants are encouraged to make their needs for accommodation known in advance during the application process.