



JOB COMPETITION #: C.U.P.E. 4400D/24/019

POSTED: June 28, 2024

DEADLINE: 4:30 p.m. July 5, 2024

PART-TIME SECURITY GUARD (TEMPORARY)

2 Temporary Positions

CUPE Local 4400, Unit D – 12 Months

Base Rate of Pay: \$31.22 – \$36.74 per hour

THIS POSTING IS BEING ADVERTISED INTERNALLY AND EXTERNALLY AT THIS TIME

Reporting to the Physical Plant Security Coordinator, the Part-time Security Guard (Temporary) 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 Operations, Maintenance and Community Use management staff by reporting/investigating situations on Board sites that are potentially of an illegal/criminal nature.

This is a temporary position expected to last for a minimum of 3 months with the possibility of an extension. Upon completion of this temporary assignment, the “Temporary Posting” guidelines in the CUPE Unit D Collective Agreement will apply.

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
- Respond to medical emergencies on board property and provide first aid/CPR as required
- Liaise with all TDSB staff
- Intervene in prohibited/illegal activities on TDSB properties
- May be required to restrain and/or detain persons involved in criminal activity on TDSB property
- 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
- 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

Mandatory Requirements:

- Must possess a non-probationary class G Driver’s Licence to operate Board vehicles. (Applicants are asked to supply a current Drivers Abstract)
- Must possess and maintain a valid Ontario Security Licence
- Current Standard First Aid and CPR certification

Special Requirements:

- Current Applicable Certification e.g. Use of Force (provincial standard) would be an asset
- Ability to stand/walk for extended periods
- Must wear uniform including safety equipment as required

Location: This position will be initially located at 140 Borough Drive (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

Notes:

1. Applicants must submit a valid, current copy of all required licences or certifications.
2. It is the **Applicant’s responsibility** to ensure their resume and covering letter is received prior to 4:30 p.m. on the closing date.
3. At the current time, this position is being advertised both internally and externally, therefore, should there be no qualified applicants from within, external candidates will be considered.
4. Only applicants selected for an interview will be contacted. Applications will not be acknowledged in writing.

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(For internal applicants only)

5. Under the provisions of the collective agreement, the successful applicant will be considered as part of the Security Grouping and not the Group from which they previously belonged. To understand the impact, please contact your Supervisor and/or your union representative.
6. Applicants who are on Seniority List A within the Security Guard Grouping, will be given first consideration followed by applicants on Seniority List B from within the Security Guard Grouping. If no satisfactory applicant is available within the Security Guard Grouping, applicants from other groupings shall be considered as per Article P of the Collective Agreement.

7. An Employee transferring from List B to List A shall not be entitled to rely on seniority accumulated as a List B Employee for the purpose of Layoff, Recall, or the Job Posting and Promotion process.
 8. The Employer shall review the hours of work of existing employees and the economic impact which will result if the Employer offers this position to such employee. Employees whose combined total hours of work of this advertised position and any other position(s) held at the TDSB attract overtime under the ESA shall not be considered for this vacancy.
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Application Process:

Submit your application in résumé form with a covering letter, and required credentials (Security Guard Licence, Driver's Licence & Abstract, First Aid & CPR) in **one complete PDF document** as opposed to attaching multiple documents. *MS Word (.doc, .docx) can also be accepted* (Max document size is 10MB.).

- Résumés should indicate qualifications, ability, and experience applicable to this position.
- Your application **must** include:
 - i. Your employee number (if applicable)
 - ii. Job Competition number: **4400D/24/019**
 - iii. A copy of your qualifications as listed under the Mandatory Requirements and Special Requirements section (only qualified applicants will be considered)

Interested candidates are required to complete the questionnaire online and upload your document (Résumé, Cover letter, and required credentials) by clicking on the “Apply now” button below. Your application should be submitted no later than **4:30 pm on July 5, 2024.** Applications received after the deadline will be considered late:



Information regarding accessibility to TDSB locations is available at:
<http://www.tdsb.on.ca/AboutUs/Accessibility/Employment.aspx>

The Toronto District School Board adheres to equitable hiring and promotion practices. 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.

The Toronto District School Board is deeply committed to promoting Truth, Reconciliation and the rights of Indigenous peoples, Human Rights, Equity and Anti-Racism, and the elimination of Oppressive Practices, in our schools, our workplace and in the communities we serve. We strongly encourage applications from all individuals including those with varied lived experiences that can contribute to the diversification of the workforce at TDSB.

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