

Please Note: As this is a "General Job Posting", there may not be any vacancies at this time. Resumes will be kept on file for future consideration.

Security Officer

File Reference #: SECOFFCR

Major Responsibilities:

Under the general supervision and direction of Corporate Security management, you will be responsible for carrying out law enforcement and security duties as a front-line Security Officer, Corporate Security Unit, at various City owned and/or operated facilities, in order to protect the City's employees, assets, facilities, and the general public. Your specific duties will include:

- Providing security services to City owned and/or operated properties through the operation of various security systems and patrolling, including responding to routine, emergency, security, and law enforcement calls maintaining the utmost confidentiality at all times
- Monitoring and patrolling assigned areas of City owned and/or operated properties and the surrounding grounds. Observing, investigating, and acting on possible breaches of security, fire and safety hazards, illegal entry, theft, and malfunction or interruption of utilities, machinery or equipment
- Responding to off-site burglar alarms in City vehicle
- Acting as an information Officer, responding to public inquiries and performing guarded tours along designated routes; recording same. Assisting in the movement of visitors, employees, and dignitaries
- Informing the designated authorities, in the event of security, fire, or health emergencies. Activating fire alarm and safety systems and assisting in evacuation procedures. Escorting designated authorities, police, fire, and ambulance personnel to emergency locations
- Administering basic first aid and emergency CPR Operating automated external defibrillator
- Screening unauthorized persons/staff and escorts or physically removes undesirables and trespassers from City owned/operated properties
- Recording and maintaining log books of daily activities, unusual or special occurrences, and issuance of equipment
- May be required to legally arrest or detain individuals and surrender same to Police as soon as possible
- Receiving/recording complaints, conducting investigations, preparing incidents reports, and conducting follow up investigations as required
Acting as a Special Constable (if certified)
- Conducting investigations and testifying at court proceedings as required
- Providing security for visiting dignitaries, protocol functions, demonstrations, and special events
- Performing duties such as open-up and lock-down procedures, bomb threat searches, and security testing
- Promoting services provided by the Unit throughout the corporation that contribute positively to the results of the Unit, Division, and Corporate vision
- Performing other related duties as assigned by Corporate Security Management Staff

Key Qualifications:

1. Experience in modern corporate building security/law enforcement, security systems, and

their functions for large and small building complexes, including strong working knowledge of various security hardware, software, keying, and systems.

2. Comprehensive knowledge of common security policies and various related Acts, Codes, and legislation including the Criminal Code, the Trespass to Property Act, the Fire Code, the Occupational Health and Safety Act, the Human Rights Code, WHMIS, and City of Toronto By-Laws.
3. Ability to operate and maintain computerized state of the art security equipment and possess strong computer skills and thorough proficiency in Microsoft Word /Excel, and GroupWise.
4. Ability to react to and resolve emergency and crisis situations in a proper manner.
5. Demonstrated ability in preparing and maintaining clear, concise, and legible security reports and detailed records according to security policies, and recognized industry and court standards.
6. Highly developed interpersonal and customer service skills, including conflict resolution, problem solving, decision making, situational assessment, and communication skills with the ability to respond to staff and the public in a courteous and effective manner.
7. Possess strong written and verbal skills in business English.
8. Good knowledge of the City of Toronto, including property locations and personnel structure (City of Toronto Council, Departments, Committees, Boards, Agencies, and Commissions).
9. Demonstrated knowledge of patrolling procedures, evaluations of deficiencies, and proper security standards.
10. Ability to work rotating shifts, weekends, and holidays, including 12 and 8 hour shifts.
11. Must possess a valid certificate in first aid and emergency CPR with the ability to be certified in public access defibrillation.
12. Demonstrated ability in following security standards, workplans, and policies and procedures and the maintenance/enforcement of same.
13. Capable of meeting the physical demands of the job and successfully passing a thorough medical and physical examination.
14. Must be eligible to meet the requirements necessary to obtain Special Constable status.
15. Possess a valid Class "G" Province of Ontario Driver's License, a good driving record and be eligible to obtain a City Driving Permit.
16. Must be eligible to be certified as a Municipal Law Enforcement Officer.
17. Relevant Diploma or Degree pertinent to the job function combined with relevant experience and/or equivalent combination of education and experience.
18. Must possess a valid Security Guard Licence in accordance with the Private Security and Investigative Services Act, 2005 (PSISA).

Duration: Part-time

Please apply online (include your resume and cover letter) by clicking on the ***Apply for this position*** button at the bottom of this posting.

Please do not send duplicates.

Salary: \$22.24 per hour

Committed to employment equity, the City of Toronto encourages applications from Aboriginal people, people with disabilities, members of visible minority groups and women.

Accommodation will be provided in all parts of the hiring process as required under the City's Employment Accommodation policy. Applicants need to make their needs known in advance.

3/23/2009

File #SECOFFCR, Security Officer,

We thank all applicants and advise that only those selected for an interview will be contacted.

The City's Corporate Access & Privacy Office advises that sending personal information by fax may not be a secure means of transmission.



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