



<b>FRONTIER SCHOOL DIVISION POSITION DESCRIPTION</b>
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<b>JOB TITLE</b>	Security
<b>CLASSIFICATION</b>	
<b>DEPARTMENT</b>	n/a
<b>LOCATION</b>	Norway House
<b>REPORTS TO</b>	School Principal
<b>STAFF SUPERVISED</b>	
<b>PROBATIONARY PERIOD</b>	Three Months
<b>EFFECTIVE DATE</b>	

**POSITION SUMMARY**

This position requires the provision of surveillance / patrol services for buildings and properties owned, leased or rented by the Division. Incumbents work under the direction of the School Principal and are required to work independently during shifts, exercising initiative within established policies and procedures.

**QUALIFICATIONS**

Education

- Grade 12
- Manitoba Justice Security Guard training

Experience

- No experience in building security.

Knowledge, Skills and Abilities

- Knowledge of legislation applicable to Security Guards.
- Knowledge of Workplace Safety and Health regulations (i.e. working alone).
- Excellent interpersonal and verbal communication skills.
- Good interpersonal skills.
- Ability to use initiative and judgment to detect and report unusual situations to appropriate authorities.
- Ability to maintain effective working relationships with Division staff and the general public.

**DUTIES AND RESPONSIBILITIES**

- Provides security for all Division buildings against vandalism and illegal intrusion and conducts regular patrols inside and outside of Division properties.
- Monitors and responds to security alarm systems in Division properties.
- Maintains good working relationships with applicable local law enforcement agencies.

- Monitors Division buildings and properties during events where members of the public enter school facilities after normal school and office business hours.
- Acts on established procedures related to fire evacuations, “bomb scares”, and other threats.

Performs other related duties.

**CONTACTS**

Division, Area and School personnel  
 External agencies (RCMP, First Nations Police, local police authorities, Fire Department)

**WORKING CONDITIONS**

General school setting (inside and outside of building)  
 Shift work (including midnight hours)  
 This is a 12 month per year position

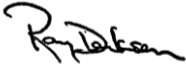


**PHYSICAL AND VISUAL REQUIREMENTS**

Physically capable of performing assigned duties

**EQUIPMENT USED**

Two-Way Radios  
 Security Alarm Systems

**APPROVED**

	March 9, 2012
Signature, Chief Superintendent	Date
	March 9, 2012
Signature, Secretary-Treasurer	Date
	March 9, 2012
Signature, Human Resources Coordinator	Date