



## *Tk'emlúps te Secwépemc*

(Kamloops Indian Band)

### **JOB POSTING**

**Tk'emlúps te Secwépemc** (TteS) is a fast-growing vibrant organization committed to the development and progress of its Band Members and Community. As such, the TteS invites applications from qualified, highly motivated and dynamic individuals to fill the following position.

<b>POSITION TITLE:</b>	<b>ON-CALL SECURITY GUARD</b>
<b>DEPARTMENT:</b>	<b>ADMINISTRATION</b>
<b>SUPERVISOR:</b>	<b>SECURITY SUPERVISOR</b>
<b>TERMS:</b>	<b>ON-CALL</b>
<b>JOB REFERENCE#:</b>	<b>2018 - 020</b>

The purpose of this position is to prevent and detect signs of intrusion, theft, vandalism and ensure security of the staff, visitors, tenants, contractors, buildings and grounds of TteS. Additionally, this position must complete building maintenance duties to ensure the consistent upkeep of the properties on reserve.

The Security Guard works independently but takes direction from and reports directly to the Security Supervisor. The incumbent is client centered; expected to operate with the highest level of confidentiality; must assist in providing the light repairs and maintenance within the buildings and on the grounds; and interacts with various staff, visitors, tenants and contractors to ensure the protection of TteS property.

#### **DUTIES AND RESPONSIBILITIES**

1. Protects property as well as prevents and detects signs of intrusion, theft, vandalism and ensure security of the buildings and grounds of the TteS Indian Band on the Kamloops Indian Reserve (65%):
  - Protects property against theft and vandalism
  - Answer alarms and investigate disturbances
  - Controls access to buildings
  - Monitors and authorize entrance and departure of employees, visitors, and other persons to guard against theft and maintain security of premises
  - Calls police or fire departments in cases of emergency, such as fire or presence of unauthorized persons
  - Circulates among visitors, patrons, and employees to preserve order and protect property at large public or community events
  - Circulates among visitors, patrons and employees to preserve order and protect property
  - Warn persons of rule infractions/violations and apprehends or evicts violators from premises, using force as necessary
  - Works with police services and TteS Bylaw Enforcement Officer regarding violations to TteS Bylaws and trespassing which includes ticketing and/fines
  - Writes reports of daily activities and irregularities, such as equipment or property damage, theft, presence of unauthorised persons, or unusual occurrences

- Inspects and adjust security systems, equipment and machinery to ensure operational use and to detect evidence of tampering
  - Performs all duties and responsibilities in accordance with TteS policies, standards, and procedures
  - Maintains confidentiality on all matters relating to the affairs of TteS.
2. Assists in providing light repairs and maintenance of all buildings on the grounds of the reserve (30%):
- Working with the Planning and Engineering department, maintains the structural components of the buildings including foundations, roof, and walls
  - Ascertains that there is provision for electricity, heat and garbage pick up to the buildings including the CLC Complex
  - Makes additions, improvements and/or installations to the buildings, lands, and/or common outside areas within the CLC Complex
  - Working with the Planning and Engineering department, installs, maintains and/or repairs pipes, wiring, ducts or other installations in, under or through the building for or in connection with the supply of any services to the building such as: gas, electricity, water, sanitation, heating, ventilation and fire protection.
  - Decorates, repairs, and completes alterations, improvements or additions as deemed necessary/required to comply with TteS bylaws or national building code standards
  - Maintains logbook, reads entries or details of events, notes deliveries to be expected and names of people arriving
  - Reviews blueprints, floor plans and drawings, and identifies doors that are to be locked
  - Makes recommendations to Security Supervisor and Manager regarding work process improvement
  - Completes groundskeeper work as required (i.e. keeping the sidewalks clear of snow by shovelling and salting)
  - Changes sprinklers on the grounds, as required.
3. Other related duties as necessary (5%).

## **POSITION QUALIFICATIONS**

### **Professional certification, education and experience:**

- Minimum of one-year experience as a Security Guard or an equivalent combination of education and experience (i.e. secondary training in security services or equivalent)
- Must possess a basic understanding of the Canadian legal system
- Justice Institute program courses and/or Private Security Certificate preferred
- Minimum of one-year previous building and grounds maintenance experience
- Successful completion of the Basic Security Training (BST)
- Must be 19 years of age or older
- Must pass a Criminal Record Check and maintain same throughout employment
- Must possess a valid class 5 BC drivers license
- Must complete Workplace Hazardous Material Information Systems (WHMIS) training
- First Aid CPR Level 1 would be a defiant asset.

### **Skills and Abilities**

- Knowledge of relevant equipment, policies, procedures and strategies to promote effective security operations for the protection of people, data, property and buildings.
- Knowledge of buildings structure and components
- Strong mechanical ability and inclination
- Ability to react reasonably and appropriately in emergencies and work well under pressure
- Strong ethics and ability to maintain confidentiality
- Proven ability to take initiative
- Ability to organize work and set priorities to meet deadlines
- Exceptional interpersonal skills with ability to use tact and diplomacy
- Exceptional verbal and written communication skills

- Ability to work in a cross-cultural setting
- Flexible, committed and enthusiastic
- It is expected that all TteS employees be willing to continuously upgrade their skills, knowledge and to further their formal training.

**HOURS OF WORK:** 8 hours/day. Non-normal shifts are required.

**PAY GRADE:** Per current salary grid.

Tk'emlúps te Secwépemc thanks all applicants for their interest, however, only those selected for an interview will be contacted.

**Please submit Job Application form, cover letter, resume, and references  
online: [tkemlups.ca](http://tkemlups.ca) or fax: 250.828.9847 or in  
person at our Human Resources office #200 – 330 Chief Alex Thomas Way.**

**Office Hours are Monday to Friday 8:00 a.m. to 4:00 p.m.  
Please note the office is closed from 12:00 noon to 1:00 p.m.**

**As of August 26, 2011 we require each applicant to complete an online  
[Job Application Form](#) available on the [tkemlups.ca](http://tkemlups.ca) website**