



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.

Position Title: Security Guard
Department: Administration
Supervisor: Security Guard Supervisor
Terms: Full-Time
Job Reference #: 2019-001

The purpose of this position is to prevent and detect signs of intrusion, theft, vandalism and ensure security of the buildings and grounds of the Tk'emlúps te Secwépemc (TteS). Additionally, this position must complete building maintenance duties to ensure the consistent upkeep of the properties on the Kamloops Indian Reserve.

The incumbent works independently but takes direction from and reports directly to the Security Supervisor. The Security Guard position is client centered and is expected to operate with the highest level of confidentiality. The position must assist in providing the repairs and maintenance within the buildings on the grounds as well as interact with various people to ensure the protection of TteS property.

The Security Guard interacts with a wide variety of Band employees as well as internal and external representatives within various levels of TteS government, and non-Band representatives including;

- Community members
- Band committees and working groups
- Other First Nation communities
- Other stakeholders and special interest groups

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 in large public or community events
 - Circulates among visitors, patrons, and employees to preserve order and protect property.
 - Warn persons of rule infractions or violations, and apprehend or evict violators from premises, using force when necessary
 - Works with Police and TteS Bylaw Enforcement Officer regarding violations to TteS Bylaws and trespassing which includes ticketing and/or fining

- Writes reports of daily activities and irregularities, such as equipment or property damage, theft, presence of unauthorised persons, or unusual occurrences
 - Inspect 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 the TteS policies, standards, and procedures
 - Maintains confidentiality on all matters relating to the affairs of the TteS
2. Assists in providing maintenance and repairs within the grounds and building on the Kamloops Indian Reserve. (30%)
- 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, the lands, and/or the common outside areas within the CLC Complex
 - Helps to Install, maintain and/or repairs pipes, wires, 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
 - Helps Decorate, repair, complete alterations, improvements or additions as it may deem advisable or as may be required to comply with TteS bylaws or national building code standards
 - Maintains logbook and 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 department head about work process improvement
 - Completes groundskeeper work as required such as keeping the sidewalks clear of snow by shovelling and salting
3. All Other related duties as necessary (5%)

POSITION QUALIFICATIONS:

Professional Certification, Education and Experience

Three to five years' experience as a Security Guard or an equivalent education and experience, such as secondary training in security or equivalent

- Must possess a basic understanding of the Legal System
- Course-work from the Justice Institute for Private Security Certification is preferred
- Additionally, 1-year previous building and grounds maintenance experience is highly desirable
- Must show successful completion of the Basic Security Training (BST) training/certification
- Must be 19 years of age or older
- Must pass a Criminal Record Check
- Must have a valid class 5 BC Drivers Licence
- Must complete Workplace Hazardous Material Information Systems (WHIMS)
- First Aid, CPR Level C would be an 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 knowledge of confidentiality
- Proven ability to take initiative
- Ability to organize work and set priorities to meet deadlines
- Exceptional interpersonal and communication skills with ability to use tact and diplomacy

- Exceptional oral 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 and knowledge, and to further their formal training

Hours of Work: Normal day shift – 7 hours per day. Non – normal shift may be required

Pay Grade: As per current salary grid

Tk'emlúps te Secwépemc thanks all applicants for their interest in our current opportunities. However, only those selected for an interview will be contacted.

**Deadline is Friday, February 15, 2019
to be received no later than 2:00 PM**

Please submit the **TteS Job Application Form** alongside your Cover Letter, Resume, and References online at <https://tkemlups.ca/how-to-apply/job-application-form/>

Or by email at resume@kib.ca, Or by fax, at (250) 828-9847

Or in person, at our Human Resources Office at #210-330 Chief Alex Thomas Way

Office Hours are Monday to Friday, 8:00 AM to 4:00 PM

Closed for Lunch from, 12:00 PM to 1:00 PM

Any late submissions or submissions without the **TteS Job Application Form** will **NOT** be considered.