



## *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 Supervisor  
**DEPARTMENT:** Le Estcwicwéy'  
**SUPERVISOR:** Le Estcwicwéy' Managers  
**TERMS:** Full-Time, Permanent  
**REFERENCE #:** 2022-101

### PURPOSE OF POSITION:

The purpose of this position is to oversee the prevention and detection of intrusion, theft, vandalism and ensure security of the Heritage Park, in addition to oversee staff to ensure the consistent upkeep of the surrounding area.

### DUTIES AND RESPONSIBILITIES:

- 1. Oversees and administers the security department for the protection of property to ensure security of the buildings and grounds of TteS. (95%)**
  - Supervises, coordinates, monitors, and assigns routine or new tasks and activities to security staff.
  - Identifies required or useful training for the security staff.
  - Prepares weekly time schedules for the full time and relief security staff and calculates overtime.
  - Administers disciplinary actions to security staff.
  - Provides recommendations to department head about work processes and improvement.
  - Informs or demonstrates daily operations for staff and orients new employees.
  - Notifies the department head of HR related matters.
  - Pre-brief and de-briefs with incoming security staff before and during and shift exchanges
  - Communicates with department head to obtain direction and discuss administrative and budgetary concerns.
  - Controls access to Le Estcwicwéy' and related grounds to direct visitors to appropriate areas..
  - Maintains logbook, and reads entries or details of events, notes deliveries to be expected and names of key people arriving.
  - Communicates with trades people and contractors such as the plumbers and carpenters.
  - Works with Police and TteS Bylaw Enforcement Officer regarding violations to TteS Bylaws and trespassing with includes ticketing and/or fining.
  - Maintains security incident reports and statements, and forwards the same to the department head, or other authorities as necessary, which maybe used in court.
  - Be familiar with standard operating procedures, policies, acts, bylaws, and regulations of TteS and/or the tenants of the CLC Complex.
  - Works with the Police and TteS Bylaw Enforcement Officer regarding violations to TteS Bylaws and trespassing, which includes ticketing and/or fining.

- Reads and becomes familiar with the manuals for the security systems, fire and parking.
- Reviews blueprints, floor plans or drawings, and identifies doors that are to be locked.
- Interacts, through telephone or in-person inquiries, with tenants, students, office workers, teachers, parents, department heads, and staff about security concerns.
- Contacts towing company to have illegally parked vehicles towed.
- 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.
- Oversees and maintains staff wellness support and resources.

## **2. Other related duties as necessary. (5%)**

### **Professional Certification, Education and Experience:**

- Three to five years experience as a Supervisor and Security Guard or an equivalent education and experience, such as secondary training in security or equivalent.
- Must possess Cultural Sensitivity training.
- Must possess Crisis intervention and De-Escalation training.
- Must possess a basic understanding of the Legal System.
- Courses from the Justice Institute for Private Security Certificate is preferred.
- Additionally, 1 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.
- Must possess a valid class 5 BC Drivers Licence.
- Must complete Workplace Hazardous Material Information Systems (WHIMS)
- Must be in good physical condition and health.
- First Aid, CPR Level C would be an asset.

### **Skills and Abilities:**

- Demonstrated and proven leadership and supervisory experience.
- Demonstrated ability to coordinate and manage concurrent activities and allocate resources appropriately.
- Strong knowledge of budgets and program administration.
- Strong organizing, planning and coordinating skills.
- 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.
- 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.
- Displays confidence and integrity.
- 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 shifts – 7 hours. Non-normal shifts maybe required.

**PAY GRADE:** As per current TteS wage grid.

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

In accordance with Section 16(1) of the *Canadian Human Rights Act* and pursuant to Section 42 of the BC Human Rights code, it is TteS Policy to practice preferential hiring for Aboriginal peoples. Candidates who wish to qualify for preferential consideration must self-identify.

## **Deadline for the Job posting is August 19, 2022 by 2:00pm**

**Submit Job Application Form, cover letter, resume, and references**

**online: <https://tkemlups.ca/employment/job-application-form/>, by email, [resume@ttes.ca](mailto:resume@ttes.ca)  
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. &  
closed for lunch from 12:00pm to 1:00pm**

**We require each applicant to fill out  
an online application form which can be found at: <https://tkemlups.ca/employment/job-application-form/>**

**Any late submissions or submissions without the job application form will not be considered.**