

Posting #20-002

Casual Security and Parking Officers University Casual Pool

Purpose

The University of Northern British Columbia is a dynamic and progressive institution with an innovative approach to education and is supported by advanced technologies. As we strive for excellence in the educational enrichment of our students, UNBC offers a healthy, safe, open, friendly, supportive and stimulating work environment for our employees.

Security and Parking Officers are sought for casual work to support the Safety & Security portfolio, with supervision by the Manager, Security & Parking. Casual Officers are part of a vibrant pool of casual employees employed by Human Resources to share a commitment to the student, faculty and staff experience by helping to maintain a safe and secure campus.

As part of our casual pool of employees available on an on-call basis offering security and parking support

Responsibilities

- Conducting active patrols of University parking lots, buildings, and properties to ensure campus security, and removing any safety hazards discovered during patrols, or arranging for removal as appropriate;
- Acting as the First Responder on site and providing emergency First Aid and medical services to UNBC community members and visitors;
- Monitoring and maintaining First Aid supplies;
- Acting as a University “Good Will Ambassador” during shifts;
- Monitoring alarms and closed circuit camera systems and responding to emergencies in a timely and professional manner;
- Providing “Safe Walk” escort to students and staff;
- Issuing parking citations with placement and removal of vehicle immobilization devices;
- Providing security services for University special events;
- Responding to calls and participating in investigations of incidents;
- Preparing incident reports;
- Ensuring facilities are appropriately locked or unlocked as needed;
- Using judgement and discretion to contact and assist the RCMP, fire department, ambulance, conservation officers, and animal control officers when needed;
- Other duties as assigned.

Qualifications

The successful candidate will possess a high school diploma together with a minimum of one year related experience. An equivalent combination of education and experience will be considered. Possession of an Occupational First Aid Certificate Level II, a valid B.C. Security Worker License, and a valid Class 5 BC Driver's License is a must have. Certificates in Mental Health First Aid, Crisis Prevention Intervention training, A.S.I.S.T and conflict resolution would be considered a definite asset. Experience in any of the following fields is considered an asset: Law enforcement, firefighting, ambulance service, search and rescue, and mental health services.

A demonstrated ability to interpret and apply policies and procedures, experience with conducting interviews and investigations, and the ability to interview and probe to obtain accurate facts are essential. The successful candidate will have the ability to respond to contentious and sensitive issues with discretion and recognize and demonstrate initiative in dealing with and resolving problems with hostile clients and potentially dangerous situations in a client service oriented environment.

A strong customer service focus, organizational skills, and the ability to work effectively both, as a member of a team and independently, are essential for this position. Excellent interpersonal skills, oral and written communication skills, and proficiency with MS Office software is required.

Officers must have the physical and mental ability and stamina to conduct lengthy patrols of multi-storied buildings and extensive grounds, via foot and vehicle; and are able operate a motor vehicle legally and safely. Officers must be able to drive a vehicle with a standard transmission.

Due to the bona fide occupational requirements of the position, a minimum level of fitness is necessary to ensure the physical requirements can be met, and as such candidates will be expected to pass a Security Physical Assessment Requirement Evaluation (SPARE) and subsequent re-assessments every two (2) years. Information on SPARE may be found at <https://www.unbc.ca/sites/default/files/sections/security/2018securityphysicalabilityrequirementevaluation-12-2018.pdf> In addition, you must be willing to provide a criminal record check.

Salary

Our casual pool of employees are available on an on-call basis, so you may be called in to assist during peak periods, vacation or sick leave coverage. Campus Security operates 24 hours per day, on a year round basis. Assignments can be anywhere from 4 to 12 hour shifts, including day and night shifts, weekends and statutory holidays, sometimes on short notice. Successful candidates must be able to meet the scheduling requirements of the position.

Security & Parking Officer assignments are paid at Grade 4A \$24.10 per hour.

About the Community

Since its founding in 1990, the University of Northern British Columbia (UNBC) has emerged as one of Canada's best small research-intensive universities, with a passion for teaching, discovery, people, and the North. Located in the spectacular landscape near the geographic centre of beautiful British Columbia, UNBC's excellence is derived from community-inspired research, hands-on learning, and alumni who are leading change around the world.

For the past 10 years, UNBC has placed in the top three in its category in the annual Maclean's university rankings, the only University of its size to achieve that feat. UNBC also recently placed among the top four per cent of higher education institutions worldwide by the Times Higher Education World University Rankings.

With a diverse student population, the University is friendly, inclusive, and supportive. Prince George is a city of ~74,000 people with impressive cultural, educational, and recreational amenities. For more information about living and working in Prince George, please refer to <http://www.unbc.ca/experience> and <https://moveupprincegeorge.ca>. Make your mark with this leading post-secondary institution.

To Apply

Please forward your resume and proof of education quoting competition #20-002to:

Human Resources, University of Northern British Columbia,
3333 University Way, Prince George, BC, V2N 4Z9

Email submissions: HRecruit@unbc.ca
Inquiries: (250) 960-5521

All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority. The University of Northern British Columbia is committed to employment equity and encourages applications from women, aboriginal peoples, persons with disabilities and members of visible minorities.

We thank all applicants for their interest in UNBC however, only those applicants selected for further consideration will be contacted.

Applications will be reviewed on a regular basis.