



JOB TITLE: Building Security

REPORTS TO: Security Supervisors

JOB STATUS:

Full Time (midnights 11pm – 7am), salary

Part Time (shift work), hourly

Both jobs involve working weekdays, weekends and holidays

SUMMARY

Responsible for providing security of the facility by controlling access to the building, monitoring safety systems and ensuring all access points are secure.

QUALIFICATIONS

- **Must be fully vaccinated**
- Must have a valid Ontario security license.
- Must be mature, reliable, and professional
- Excellent written and verbal communication skills
- Be able to work flexible hours (shift work, weekends, and holidays)
- Have strong interpersonal skills
- Ability to walk moderate distances and negotiate stairs and ramps
- Ability to follow instruction and adhere to Policies and Procedures
- Be bondable, not possess a criminal record
- Background and/or training in law and security an asset
- First Aid Certificate

PRIMARY RESPONSIBILITY

- Monitor and control access to and from the facility
- Monitor life safety system and respond accordingly
- Monitor facility through video surveillance and physical patrols
- Provide information and direction to guests
- Keep clear and concise logs of occurrences, deliveries, visitors, etc.
- Accept deliveries, greet truck, and bus drivers
- Issue and inventory keys and radios.
- Issue and check various credentials, passes, wristbands

Those interested are asked to submit a cover letter with a Resume and 3 references to:

Gary Turrell at gary.turrell@spectrap.com

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