



**Position Title:** Security Guard (Part Time)  
**Department:** Facilities Department  
**Immediate Supervisor:** Manager of Operations

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### Nature and Scope

Campus Security is provided 365 days per year, and is responsible for the safety and security of students, residents, staff and property of Brentwood College School. While instilling a strong sense of safety and security within the Brentwood family, the Security Officer understands his/her role as brand ambassador and provides positive experiences to all customers.

### Responsibilities

- Security rounds of interior and exterior areas of Brentwood College School campus and surrounding properties by foot or utility vehicle to prevent and detect signs of intrusion, fire or flood and ensure security of doors, windows, and gates and other non-routine or secure conditions;
- Respond to emergency situations requiring security assistance such as fire alarms, elevator entrapments or possible medical emergencies. Assess emergency situations and promptly notify police, fire departments or Brentwood College School staff as appropriate;
- Investigate and take appropriate action to reports of disturbances or suspicious events/persons;
- Maintain a safe and secure atmosphere on our Campus;
- Maintain order and watch for rule infractions and irregularities;
- Communicate regularly with monitoring station. Notify proper school administration authorities in case of emergencies;
- Monitor entrance and departure of employees, visitors, and other persons;
- Maintain awareness of student activity and any nightly events and any visitors staying on campus;
- Perform security and/or traffic control duties during various school functions;
- Assist with after hour campus access for transport or parent pick-ups;
- Oversee and maintain the administration of security programs, including record-keeping. Write detailed reports of nightly activities and irregularities such as equipment or property damage, theft, presence of unauthorized persons, or unusual occurrences;
- At risk-prone times during the year, perform fire watch on buildings;
- Assist with clean up after school functions;
- Knowledge of campus fire and emergency procedures;
- Adhere to all policies and follow established procedures;
- Participate in monthly Security meetings and training seminars as required;
- Perform other duties as assigned by Manager of Operations.

### Qualifications

- Completion of High School required, post-secondary diploma/degree an asset;
- Previous experience as a Security Officer (minimum 1-2 years) or in a related field is a strong asset.



- Valid BC Driver's license;
- Must have First-Aid and CPR certification;
- Must hold a valid BC Security Worker License (have completed BST);
- Be able, both physically and mentally, to fulfill the duties and requirements of the assigned work;
- Bondable;

### Knowledge and Skills

Must have the ability to:

- Interact positively and proactively with staff and the general public presenting a professional image;
- Remain calm and respond effectively in emergency, stressful, and hostile situations;
- Communicate well both verbally and in written format. Must be able to complete required reports;
- Spot potentially problematic situations and address before they escalate;
- Work well under pressure;
- Effectively follow and give directions;
- Work independently and undertake all aspects of the role without daily or on-going or specific direction, and as part of a team;
- Diligent and strong attention to detail in all areas of work;
- Highly effective teamwork skills;
- Strong conflict management skills;
- Effective communication skills with individuals at all levels of the organization;
- Strong work ethic and positive team attitude.

### Working Conditions

- Reports directly to the Manager of Operations;
- Works primarily 3 evening shifts of 8 hours then 6 days off, as well as relief coverage for the other security guards;
- Work shifts rotate through holiday days;
- Occasional additional hours may be required according to operational needs;
- Sit, walk, or stand for long periods of time;
- Work in various environments including adverse outdoor conditions such as cold, rain, snow or heat;
- Job requires the ability to walk and stand for extended periods of time;
- Required to carry cell phone and be accessible for calls during shift;
- Constant mental alertness and attention to detail required while setting priorities and following up on assignments;
- Successful clearance of a Criminal Record Check is a condition of initial and ongoing employment;
- Must be legally entitled to work in Canada

**Qualified applicants should forward their applications, including cover letter and résumé, to the attention of Human Resources no later than at noon on Wednesday December 5, 2018.**

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*While we thank all applicants, we will only be in contact with those applicants who are selected for interview.*