

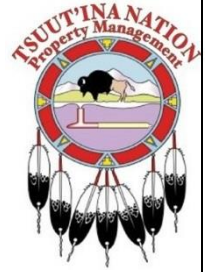


# TSUUT'INA NATION ENTERPRISES

## HUMAN RESOURCES DEPARTMENT

9911 Chiila Boulevard, Tsuut'ina Nation, AB T2W 6H6

Phone: 403-437-8236 Email: [carmelstarlight@tsuutina.com](mailto:carmelstarlight@tsuutina.com)



### EMPLOYMENT OPPORTUNITY

\*\*\*SECURITY\*\*\*

### EVENINGS

Company: Tsuut'ina Property Management

Reports to: Facility Manager

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Competition Opens: **June 30, 2021**

Competition Closes: **July 14, 2021**

Send Resume to: [carmelstarlight@tsuutina.com](mailto:carmelstarlight@tsuutina.com)

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**SUMMARY:** The Security Officer maintains a safe and secure environment for Members, tenants, employees and visitors of the Nation. The Security Officer conducts patrols, monitors premises and provides support in ensuring the safety of the Chief Joseph Big Plume Building. **This job requires evening shifts.**

### DUTIES AND RESPONSIBILITIES

- Secures premises and personnel by patrolling property; monitoring surveillance equipment; inspecting buildings, equipment, and access points
- Escalates security measures as required by sounding alarms and/or contacting relevant authorities
- Prevents losses and damage by reporting irregularities; informing violators of policy and procedures; removing trespassers
- Conducts patrols to ensure secure building access, damages are reported and loitering is controlled
- Ensures adequate traffic and parking controls by enforcing parking regulations and directing drivers as required
- Completes security or relevant reports by recording observations, information, occurrences, and surveillance activities; interviewing witnesses, and; obtaining signatures
- Maintains environment by monitoring and setting building and equipment controls
- Supports the organization's stability and reputation by complying with legal requirements and carrying out assigned duties with professionalism
- Oversees operation of security equipment by completing preventive maintenance requirements; following manufacturer's instructions; troubleshooting malfunctions; calling for repairs; evaluating new equipment and techniques

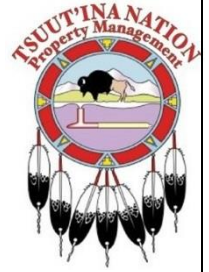


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- Interacts with Members, employees, tenants and visitors on a regular basis with professionalism and courtesy
- Screens all visitors and monitors flow of people throughout the building
- Contributes to team effort by accomplishing related results as needed
- Responsible for all security concerns relating to the Chief Joseph Big Plume Building including the opening and closing of the building
- Provide afterhours security and alarm response as required

### QUALIFICATIONS

- Minimum grade 12 or equivalent.
- Valid Advanced First Aid certification
- **Completion of Alberta Basic Security Training Course preferred**
- Experience in security or related field is a definite asset
- Exemplary interpersonal and conflict resolution skills are required
- Motivated self-starter and ability to work with minimum supervision
- Willing to take additional security training as required
- Proven reliability and consistency
- Must sign Oath of Confidentiality
- Must have a valid Alberta Driver's License and reliable transportation
- **Security Clearance (CPIC) will be required**

### **NOTE:**

***Please note that this organization adheres to Sections 1 - 9 of the Aboriginal Employee Preference Policy for selection and displacement. Only those applicants selected for an interview will be contacted. The successful candidate will be under a six-month probationary period at the commencement of his or her employment.***