



## **Security Guard**

Location: Happy Valley – Goose Bay Campus

Job Opening ID: 8379

Full-Time, Temporary

Commencing: As soon as possible until June 21, 2018

Deadline to Apply: Open until filled

### **PUBLIC POSTING**

#### **Job Information**

**DUTIES:** This position provides security services to College of the North Atlantic's Happy Valley-Goose Bay Campus buildings and residence complex. Responsibilities may include patrolling and conducting regular security checks on buildings and property, enforcing College regulations related to health and safety (i.e. smoking boundaries, verifying IDs, etc.), conducting general maintenance and repair work, completing security logs/incident reports, responding to after-hours emergency calls and building alarms, checking the status of after-hours staff and contractors in addition to clearing snow, ice and other debris from fire exits. Other duties as it relates to providing security services may be necessary. Security Guards may require long periods of standing/walking for a considerable portion of their shift while making rounds and enforcing regulations. This position is required for 40 hours per week and will include shift work (evenings, nights and weekends). Candidates may also be required to operate College vehicles on occasion. This position is included in the bargaining unit (NAPE, Support Staff).

**QUALIFICATIONS:** Candidates must have a thorough knowledge of security operations as well as previous experience providing security and law enforcement services to the general public. The ideal candidate would possess excellent communication and conflict resolution skills, as well as the ability to collaborate and work as a member of a security team. The ability to develop and maintain effective working relationships with students and the general public is essential. Candidates must also be comfortable working independently with limited supervision. The required knowledge and skills would have been obtained through the successful completion of formal training/course work in security and/or law enforcement (or related) supplemented by relevant industry experience. Candidates must possess a valid driver's license. An equivalent combination of education and experience may be considered.

**SALARY INFORMATION:** CG-E23 - \$41,558.40 – \$45,656.00 per annum

College of the North Atlantic is an Equal Opportunity Employer.

The successful candidate will be required to provide a recent Certificate of Conduct.

Please apply on line complete with resume at [www.cna.nl.ca](http://www.cna.nl.ca). Proof of credentials as well as names of three professional references, including a current supervisor reference, will be required as part of the interview process.

Candidates must clearly demonstrate in their resume that they meet all of the required qualifications.

Failure to do so may result in a candidate being screened out of the competition.

For questions regarding this job opening, please contact Robert Adams, Human Resources Consultant at [robert.adams@cna.nl.ca](mailto:robert.adams@cna.nl.ca) or by phone at (709) 758-7055.