#### Trent University LogoEXEMPT JOB DESCRIPTION

**Job Title:** Campus Security Shift Lead

**Job Number:** X-451 | VIP: 1927

**Band:** EXEMPT- 4S

**Department:** Risk Management

**Supervisor Title:** Manager, Campus Safety

**Last Reviewed:**  May 5, 2023

#### **Job Purpose:**

Under the general direction of the Manager, Campus Safety, provides the security team shift leadership on a broad range of security services and participates in programs intended to establish and maintain a safe environment for learning, living, and working.

#### Key Activities:

1. Acts as shift lead and provides guidance, supervision, and direction to third party contract security team on site at Symons Campus and Durham GTA Campus.
2. Trains third party contract security staff on Trent University policies and procedures
3. Performs assigned security, safety, and fire prevention duties in all University buildings and on campus grounds, including testing of emergency equipment, reporting findings, foot and vehicle patrols, ensuring buildings are secured.
4. Ensures security related tasks are completed in a timely manner, by delegating and utilizing all available Campus Safety Operations resources.
5. Communicates with students, faculty, staff, and visitors, and encourages the reporting of incidents, problems, or occurrences that threaten a safe environment.
6. Identifies, documents, and reports potential physical and reputational risks to the University, and proactively responds following appropriate university protocols.
7. Investigates, documents, and reports on all security-related incidents and alarms.
8. Liaises with Peterborough Police Services, Peterborough Fire Service and Ambulance Services.
9. Monitors, reports and provides advice on environmental impact related to University operations (snow fall, freezing rain, power outages). Liaises with community partners and other Ontario post-secondary institutions
10. Works in close co-operation with those responsible (student groups, other departments, Police etc.) for Personal Safety Programs, including creating and presenting security awareness presentations, program development and periodic Personal Safety Audits.
11. Conducts audits of safety and security programs and hardware, including but not limited to: Safety phones; CCTV Cameras; lighting.
12. Provide security services during special events (e.g.: Head of the Trent, Convocations, conferences etc.)
13. Enforcement of appropriate university regulations and policies including, but not limited to access control, parking and traffic regulations.
14. Properly documents reports of injuries for Workplace Safety Insurance Board and University (insurance) purposes, as required, and assists Health and Safety Advisor with follow up on areas of concern.
15. Investigates after-hour reports of faulty equipment, machinery, locking systems. Conducts risk assessment to determine if call-in is required.
16. Initiates, participates, and leads in on scene emergency response.
17. Other duties as assigned.

#### Education Required:

* University Degree or College Diploma (2 years) in a Security related discipline or relevant experience.
* Certified Protection Officer (CPO) Designation.
* Professional Security Knowledge Network Leadership course.
* IMS 100.

#### Experience/Qualifications Required:

* Two (2) years of security related experience.
* Must hold a valid Security Guard licence under the Private Security and Investigative Services Act before the commencement of duties.
* Must hold a valid Ontario driver's licence - Class 'G' minimum.
* Demonstrated small team leadership experience, multiple priorities management and emergency scene response management.
* Strong computer skills in a variety of relevant applications, such as MS Office Suite and Internet, and ability to learn proprietary security related programs such as ParkAdmin, Axiom, Trackforce.
* Awareness of personal safety issues, diversity issues, and the security needs of those with special needs.
* Must be able to use discretion and maintain confidentiality.
* Demonstrated ability to handle assault victim support with tact and sensitivity.
* Ability to interact professionally and effectively with all constituencies of the University community, as well as with external emergency services contacts.
* Strong customer service skills and ability to remain objective when resolving incidents.
* Demonstrated ability to work independently in a team environment and with minimal supervision.
* Demonstrated ability to exercise good judgement and to respond appropriately and effectively in stressful situations.
* Must hold a current First Aid Certificate and CPR.
* Must be willing to obtain Automated External Defibrillator (AED certification
* Must be available to work all shifts, days, evenings and weekends as required.
* Must be available, on the premises, for entire shift (including paid lunch breaks) to respond to emergencies when necessary.
* Ability to periodically work alone; some flexibility required in changing shifts to ensure adequate services.
* Must be in good physical condition, be able to climb stairs, and do full security patrols of all Trent property.
* Must have above average report writing and notebook recording skills.