

Greater Vancouver Regional District

Position Description: Security Coordinator (G605)

May 2014

PURPOSE OF POSITION:

Reporting to the Corporate Emergency Preparedness and Security Coordinator, this position involves coordination and direction and assists the Supervisor in securing Metro Vancouver facilities and ensuring enforcement of regulations.

DUTIES: *(The duties described are intended to be representative of the position and are not to be considered as all inclusive).*

Provides tactical direction on the day-to-day operation of the Corporate Security sector, including the coordination and delivery of training.

Ensures all Metro Vancouver and WorkSafeBC policies, regulations and legislation are followed in the Corporate Security programs.

Investigates Security Incidents and makes recommendations for prevention of recurrence.

Conducts Security Assessments for facilities.

Provides advice on Crime Prevention to all business units, including input to the design of facilities using the principles of Crime Prevention Through Environmental Design (CPTED).

Responsible for purchasing, issuing and maintaining an inventory of supplies.

Patrols Metro Vancouver facilities, relying on a variety of travel modes (i.e. vehicle, bike, boat and helicopter when required, or on foot).

May be assigned to enforce regulations and bylaws.

Participates in emergency response, as required.

Performs other related duties as required.

REQUIREMENTS:

Grade 12 or equivalent.

3 years related experience.

Certification in Crime Prevention Through Environmental Design (CPTED).

Advanced Security Training (AST).

Effective written and verbal communication skills.

Ability to establish and maintain effective working relationships with a variety of internal and external contacts.

Demonstrated initiative and ability to work with minimal supervision.

Sound knowledge of and ability to utilize common office software applications.

Valid BC Driver's License.

Physically capable of performing the duties of the position.

Willing to wear a uniform.