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## FACILITIES SUBSECTOR COLLECTIVE AGREEMENT BENCHMARK

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**Job Family:** Housekeeping

**Class Series:** Housekeeping

**Grid:** 12

**Class Title:** Building Security Officer

### **I. Level Definition**

Positions at this level patrol buildings and/or grounds to maintain security of buildings and property and report security problems to appropriate staff.

### **II. Typical Duties**

1. Checks doors, windows and other entrances and secures same to prevent entry of unauthorized persons.
2. Reports security problems to appropriate staff.
3. Provides information and directions as requested.
4. Maintains related records and prepares reports.
5. Administers first aid as required.
6. Performs other related duties as assigned.

### **III. Qualifications**

#### **(1) Education, Training and Experience**

Grade 10, plus one year's recent related experience or an equivalent combination of education, training and experience.

#### **(2) Skills and Abilities**

- (i) Ability to communicate effectively both verbally and in writing.
- (ii) Ability to deal with others effectively.
- (iii) Physical ability to carry out the duties of the position.
- (iv) Ability to organize work.
- (v) Ability to operate related equipment.