

**The University of Winnipeg  
Class Specification**

Revision Date: April 19, 2007

Classification: Security Guard

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Unit: AESES

Hay Point Range: 171 - 205

**CHARACTER OF THIS CLASSIFICATION LEVEL**

In positions at this level, incumbents provide protection for grounds, buildings and facilities and provide assistance and direction to members of staff, students, and the public. Incumbents work under the general supervision of the Director of Security and Community Ambassador Services, the Security Supervisor or the Assistant to the Security Supervisor. During evening or weekend shifts, incumbents work relatively independently and must exercise initiative on matters not covered by established policies and procedures. These positions may on occasion assist with coordinating the activities of contract guards on a shift.

**CHARACTERISTIC DUTIES AND RESPONSIBILITIES WHICH ARE INTENDED TO ILLUSTRATE THE CHARACTERISTICS OF THIS CLASSIFICATION LEVEL AND SHOULD NOT BE INTERPRETED AS A DESCRIPTION OF ANY ONE INDIVIDUAL POSITION WITHIN THIS CLASSIFICATION LEVEL**

1. Provides protection for all property, buildings and facilities against vandalism and unauthorized access and use
2. Conducts regular interior and exterior patrols and inspections of facilities on foot or by vehicle, to monitor and maintain security control
3. Opens and closes locked facilities, rooms, and/or areas being used
4. Provides emergency first aid pending the arrival of ambulance staff
5. Provides safe rides for students, faculty and staff
6. Provides intervention and mediation in conflict situations
7. May observe and/or monitor individuals pending police arrival as required, following established procedures
8. Follows established security procedures and policies while on a shift
9. Monitors surveillance systems and cameras, investigates calls and arms, disarms, resets and responds to security alarm systems
10. Generates written notes and reports concerning: incidents and/or security breaches, generates email communications, and highlights areas of concern for Supervisor
11. Maintains accurate and detailed records on computerized incident reporting system, through input of data/information on any security incidents, for later reports, to keep daily logs, etc.
12. Performs routine filing, maintains patrol logs and access control lists
13. Issues electronic access media as directed by supervisor, including access ID to contractors as required
14. Provides information & direction to faculty, staff, students and the public regarding University locations, operations, events, etc.
15. Assists with crowd and traffic control during special events or emergencies (eg: registrations, convocations, science symposiums, open houses, etc.)
16. Performs other related duties as required or assigned

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**QUALIFICATIONS REQUIRED**

The minimum qualifications necessary for acceptable (satisfactory) performance are:

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|---------------------------|--|
| Level of Formal Education | <ul style="list-style-type: none"><li>- High school completion or equivalent</li><li>- Must be eligible for a licence under the Private Investigators and Security Guards Act</li></ul>  |
| Experience                | <ul style="list-style-type: none"><li>- 3 years of directly related experience in security or security related field</li><li>- a suitable understanding of rules and regulations dealing with security at a public institution</li><li>- knowledge of Card access and Computer based Alarm Systems use</li><li>- conflict resolution negotiating skills are desirable</li></ul> <p style="text-align: center;">or</p> <p style="text-align: center;">An acceptable equivalent combination of education and experience</p>  |
| Skills and Abilities      | <ul style="list-style-type: none"><li>- Ability to act decisively and with good judgement in emergency situations</li><li>- Must have First Aid/CPR or be willing to take training</li><li>- Ability to use current computer applications</li><li>- Must have a valid driver's licence for the Province of Manitoba</li><li>- Ability to make accurate and detailed verbal and written observations and reports</li><li>- Ability to handle all emergency equipment</li><li>- Must exhibit integrity and take initiative</li><li>- Ability to communicate effectively orally and in writing</li><li>- Must be able to provide a criminal record certificate and valid child abuse registry check</li></ul> |
| Physical Requirements     | <ul style="list-style-type: none"><li>- Must be physically fit and capable of performing the duties as assigned</li></ul>  |