



Join Our Team!

LAKE BABINE NATION

POSTED: JANUARY 22, 2024; UNTIL POSITION FILLED

SECURITY (LEVEL 2)

Wage Range: \$22.00 - \$26.00

*Under supervision of Assigned Supervisor, **SECURITY** will conduct rounds of Lake Babine Nation Office Complex & all its adjacent properties (Lake Babine Nation Compound, Parking Lots, Lake Babine Schools, Margaret Patrick Memorial Centre, Youth Centre, Wellness Center); ensuring employees are safe and properties are secure and accounted for. Majority of surveillance will be at Lake Babine Nation Administration Building and completing rounds twice per day (morning / afternoon) of LBN worksites.*

RESPONSIBILITIES

- Assess situation to ensure safety of employees, visitors, LBN properties
- Complete rounds of buildings and adjacent properties.
- Checks for signs of fire, theft, vandalism or any unusual or unlawful occurrence.
- Ensures that doors and windows are properly secured.
- Ensures safety of all employees, officials and visitors while in the building and adjacent properties.
- Controls access to buildings or other public properties.
- Maintain log of visitors or employees entering buildings or property after regular working hours.
- Maintain log of incidents (harmful and minor) pertaining to employees, visitors, building and adjacent properties and communicates with Security Supervisor regarding incidents.
- Monitors Alarm Systems and ensures it is armed or disarmed.
- Ensures lights are turned on and off as required.
- Reports any malfunctions of equipment requiring immediate repair.
- Reports hazardous or unlawful occurrences and documents these incidences to the Security Supervisor.
- Remove snow accumulations from sidewalks and main entrances.

QUALIFICATIONS

- Basic Security License
- Valid Class 5 Driver's License
- Reliable vehicle, considered an asset
- First Aid Level 3, considered an asset
- Completed Criminal Record Check (Vulnerable Sector)
- Strong negotiation skills
- Effective communication skills
- Familiar with use of computer, email
- Ability to be assertive
- Able to work with a group or work alone

APPLY NOW!

Beatrice MacDonald, *Human Resources Manager*

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Successful candidates of short-listing will be contacted