

**POSITION TITLE:** FACILITY SECURITY  
**DEPARTMENT:** COMMUNITY SERVICES  
**DIVISION:** RECREATION & CULTURE  
**SECTION:** SPORT & COMMUNITY DEVELOPMENT  
**GENERAL SUPERVISOR:** SPORT & COMMUNITY EVENT DEVELOPMENT COORDINATOR

**AFFILIATION:** NON-AFFILIATED **GROUP:** 2

**POSITION SUMMARY:** Under the general supervision of the Sport & Community Event Development Coordinator, performs the duties necessary to maintain the facility at a safe and secure level during any event that may require security.

**MAJOR RESPONSIBILITIES:**

1. Monitors crowd controls, clears exits, enforces “No Smoking” legislation, and enforces the responsible consumption of alcohol.
2. Monitors doors before, during, and after an event. Screens participants and spectators as required.
3. Monitors controlled entry points; monitors all liquor sale areas.
4. Provides assistance to the public.
5. Assists and/or notifies police when necessary, informs the Supervisor of any unusual incidents or accidents, and fills out appropriate forms and paperwork.
6. Deals with the public in a tactful and courteous manner.
7. Performs such other related duties as may be assigned.

**QUALIFICATIONS:**

**Education/Experience:**

- Secondary school education or an equivalent combination of education, training, and experience
- Must hold a valid security license issued through the Ministry of Community Safety and Corrections Services
- Must be trained or willing to be trained in the Smart Serve Program
- Must be trained and certified in First Aid

**CONDITION OF EMPLOYMENT:**

- Must undergo a successful Criminal Record and Judicial Matters Check (CRJMC)

**PREPARED BY:** P. BURKE **APPROVED BY:** L. MACPHAIL  
**EFFECTIVE DATE:** MAY 26, 2001 **SUPERSEDES DATE:** NEW  
**HOUSEKEEPING:** OCTOBER 3, 2011  
(REORG)  
JULY 1, 2014 (REORG)  
NOVEMBER 20, 2014  
(REORG)  
JULY 13, 2015 (REORG)  
JUNE 11, 2018 (REORG)  
SEPTEMBER 4, 2018 (PRC)  
DECEMBER 1, 2020  
(REORG)

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