FACILITIES SUBSECTOR COLLECTIVE AGREEMENT
BENCHMARK

Job Family:	Clerical	**Class Series:**	Specialty
Grid:	14	**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, successful completion of recognized Basic Security Training plus one year of recent related experience or an equivalent combination of education, training, and experience. Holds a valid B.C. Security Guard License.

(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.