

SECURITY ATTENDANT

Nature of work

The principal and customary work of the employee in this employment class consists in maintaining order and discipline and in ensuring that security measures are in place and that regulations are respected. He also has to safeguard the property and grounds against fire, burglary, vandalism and trespassers or against any other kind of damage that might occur.

Required qualifications

Schooling and experience

To have a secondary school diploma or a diploma or an attestation of studies which is recognized as equivalent by the competent authority and have one (1) year of pertinent experience.

Pertinent skills

To be acquainted with first-aid practices and with the security of buildings.

Some characteristic duties

The employee in this employment class carries out preventive supervision by informing students about the regulations in force. He makes sure that student activities or other activities take place correctly and carries out a corrective supervision by noting irregular behaviour. He answers questions from visitors and students and directs them when needed. He supervises visitors, personnel and residents entering and leaving the premises. He answers telephone calls and transmits messages and documents entrusted to him. He may be called upon to administer first aid.

He makes periodical inspection rounds and reports to his superior anything that might involve risks or damage to property. He locks and unlocks doors and windows and makes sure that the lighting system is used in accordance with the norms. In case of emergency, he rings the alarm or he phones the persons appointed by the college to the fire department, the police or the public services.

He is responsible for the parking lots. He participates in inquiries related to thefts, disturbances or damages and gives a written report to his superior.

He turns the alarm system and anti-theft devices on and controls them. He makes sure that the fire extinguisher and emergency devices work properly and uses them, if necessary.

If need be, he performs any other related tasks.