

Competition No:	2019-15	Duration:	Casual Tentative Dates May – Oct
Close Date:	Until filled	Renumeration:	\$15.00 - \$18.00
Position Title:	Park Security		
Department:	Culture, Recreation and Green Transportation	Hours of Work:	Up to 40 hrs / week

Located 20 minutes from Winnipeg, Selkirk is a vibrant small city with a hometown feel. Our close-knit community loves to celebrate, learn and explore in the company of good neighbours. All through the year, there are many opportunities to enjoy local talent, learn about our past and seek out new interests. The City of Selkirk is currently in search of **Park Security** to join our team for the summer months. The individuals will be responsible for ensuring the safety and security of Selkirk Park by enforcing rules and regulations while providing a visible deterrence by maintaining high visibility at all times.

YOUR JOB DUTIES WILL INCLUDE:

1. Park Safety and Security
 - Provide proactive patrols of the Park areas and securing the premises which include the park trails, campground, playground, boat launch, skate park, pool, athletic areas, facilities, buildings and surrounding areas.
 - Enforce rules and regulations; provide general information to park guests regarding park ordinances and regulations.
 - Contact and inform the Manager of significant incidents of damage or safety issues. When appropriate contact appropriate law enforcement or emergency responders.
 - Ensure that safety and health procedures and standards are followed.

2. Administrative
 - Provides detailed written reports of incidents and observations that occur within the park as well as daily logs.

3. To perform other duties as assigned.

SPECIFICATIONS/QUALIFICATIONS

1. **Education, Knowledge and Experience**
Minimum Requirements shall include:
 - Grade 12 education or General Education Development (G.E.D.)
 - Valid Manitoba Class 5 Drivers Licence and reliable means of transportation.
 - Manitoba Security Guard License.
 - Proven work experience as security guard or a relevant position.
 - Able to walk significant distance to patrol.
 - Experience providing exceptional customer service.

- Excellent communication skills both orally and in writing. This includes the ability to understand and deliver written and verbal instructions.
- Ability to prioritize and handle multiple tasks at once.
- Ability to handle confrontations and diffuse tense situations if necessary.
- Must be able to work in a parks environment which includes extreme weather conditions.

COMMENTS:

This is for more than one casual position of Park Security; these positions are excluded from the Collective Agreement and is open to all applicants. This position may involve evening and weekend shifts. Applications will be accepted until the position is filled. Interested individuals are to specify position being applied for and direct their application to:

Human Resources, City of Selkirk, 200 Eaton Avenue, Selkirk, Manitoba R1A 0W6

FAX #: 1-204-482-5448

Email: jobs@cityofselkirk.com

Thank you to all who apply, however, only those candidates selected for an interview will be contacted.

Position: Park Security

Department: Culture, Recreation and Green Transportation

Division: Cultural and Recreational Programs

Reports To: Manager of Cultural and Recreational Programs

Classification: Casual

Position Summary:

Under the supervision and direction of the Manager of Cultural and Recreational Programs, Park Security is responsible for ensuring the safety and security of Selkirk Park by enforcing rules and regulations while providing a visible deterrence by maintaining high visibility at all times.

Core Competencies applicable to all jobs within the City of Selkirk	Competencies Specific to Position
<ul style="list-style-type: none"> • Citizen and Public Focus • Communication • City of Selkirk Consciousness • Teamwork and Ambassadorship • Integrity and Trust • Ethics and Values • Strategic Results Orientated • Decision Making and Judgment 	<ul style="list-style-type: none"> • Teamwork • Flexibility • Interpersonal skills • Priority management and initiative • Planning and organizing • Technical learning • Excellent communication

Job Duties

1. Park Security and Safety
 - Provide proactive patrols of the Park areas and securing the premises which include the park trails, campground, playground, boat launch, skate park, pool, athletic areas, facilities, buildings and surrounding areas.
 - Enforce rules and regulations; provide general information to park guests regarding park ordinances and regulations.
 - Contact and inform the Manager of significant incidents of damage or safety issues. When appropriate contact appropriate law enforcement or emergency responders.
 - Ensure that safety and health procedures and standards are followed.
 - Respond to all enquiries and handle requests for information and complaints.
2. Administrative
 - Provides detailed written reports of incidents and observations that occur within the park as well as daily logs.
3. Perform other related duties as may be assigned.

SPECIFICATIONS:

1. Skills, Knowledge and Abilities

Minimum qualifications shall include:

- Grade 12 education or General Education Development (G.E.D.)
- Valid Manitoba Class 5 Drivers Licence and reliable means of transportation.
- Manitoba Security Guard License.
- Proven work experience as security guard or a relevant position.
- Able to walk significant distance to patrol.
- Experience providing exceptional customer service.
- Excellent communication skills both orally and in writing. This includes the ability to understand and deliver written and verbal instructions.
- Ability to prioritize and handle multiple tasks at once.
- Ability to handle confrontations and diffuse tense situations if necessary.

2. Responsibilities

The incumbent shall be responsible to ensure their duties are carried out in an effective, efficient and safe manner in relation to themselves, fellow employees, and citizens.

The incumbent shall be required to work on their own, with minimal direction.

The incumbent working night shifts will primarily be responsible for regular patrols and securing the area.

3. Comprehension and Judgement

The incumbent must possess an understanding of and work within the Policies of the Corporation. The incumbent will exercise some degree of independent judgement in the course of carrying out the position's duties

4. Health and Safety

Ensure work is performed in compliance with Manitoba Health and Safety Act and regulations and the City of Selkirk Safety Policies and Procedures.

Establish and maintain positive working relationships with employees at all levels of the organization, external contracts and the public, in accordance with the Respectful Workplace Policy.

5. Working Conditions

This position may work up to 40 hours per week and will include day, evening and night shift work and will include shifts working on weekends as well as statutory holidays and/or overtime.

This position will require the incumbent to work outdoors, which includes extreme weather conditions.

This position will require moderate to extreme physical effort in the course of carrying out their duties.

This position will require working under adverse conditions.

Incumbent

Manager of Cultural and Recreational Programs

Date

Director Culture, Recreation & Green Transportation

DATED: March 22, 2019