

BUILDING PATROL OFFICER #5207

KIND AND LEVEL OF WORK

This is routine work safeguarding provincial buildings, properties and exhibits from damage, loss or improper use.

Emphasis is on ensuring the safe and efficient operation of the SAIT Campus Centre. Duties are reviewed in some cases by occasional supervisory inspection and in others by a shift supervisor. The work is evaluated in terms of results obtained.

TYPICAL DUTIES

- Makes rounds of Campus Centre to ensure all staff and areas are secure, and clientele are receiving customer services as requested.
- Uses own initiative in cases of unusual disturbances and informs Campus Security when appropriate.
- Responds to emergency alarms.
- Maintains orderly conduct of all public utilizing the Campus Centre.
- Performs required set-up for room bookings which may include lifting or moving of light furniture (chairs, overhead projectors).

KNOWLEDGES, ABILITIES AND SKILLS

- Knowledge of the layout of the Campus Centre and of the rules and regulations governing it.
- Ability to deal tactfully with the public and student body.
- Ability to notice and report anything out of the ordinary which might result in loss or damage to property.
- Ability to follow oral and written instructions.

EXPERIENCE AND EDUCATION

- Some experience in work providing familiarity with Campus Centre and regulations to safeguard Campus Centre and personnel.
- Completion of the 12th grade or an equivalent combination of experience and education.