



Job Description Form

Form Owner: Human Resources
Form Used By: Human Resources, Managers
Process Responsibility: Human Resources, Individuals, Managers
Final Accountability: Human Resources

Position Title: Industrial Security Officer – All Peace Protection

Department: Operations

Position Description: Report to: Site Security Manager

All Peace Protection (APP) provides physical security and medical services to mining and industrial sites with a focus on safety while protecting people, property and information.

As Industrial Security Officer - you are responsible for daily operations of the specific Site/Location awarded to you. Industrial Security Officer - target should be to maximize satisfaction of Client and maintain a healthy and safe work environment of employees.

Fourteen days on, Fourteen days off, 12 hour shifts.

Specific Accountabilities:

Core Competencies

- Customer Focus
- Communication
- Team Work
- Time Management
- Adaptability/flexibility
- Creative and Innovative thinking
- Decision Making and Judgment
- Problem Solving
- Accountability and Dependability
- Ethics and Integrity
- Leadership



Job Description Form

Security

- Flexibility in dealing with an unpredictable working environment.
- Excellent driving record.
- Excellent physical health with no limitations
- Writing accurate reports and memos regarding all incidents
- Mobile Surveillance and stakeouts
- Completing site inspections following alarm response
- 2-way radio use requiring the utmost discretion
- Performing opening and closing of premises
- Monitoring situations, cameras, property and events as per Site Post Orders
- Provide perimeter checks
- Sustain effective relationships with key stakeholders
- Attend scheduled meetings as required
- Maintain clean fleet vehicles and ensure vehicles do not run low on fuel

Reporting

- Quality Review of occurrence reports, shift activity reporting.
- Provide written/oral briefing of daily activities or concerns with Site Security Manager. Attend scheduled meetings with Site Security Manager.
- Incident reports.
- Weekly/Daily Shift Reports.

Requirements

- Experience in the Security, Oil Sands or Mining Industry preferred
- Must obtain and maintain a Security License
- Must have a Class 5 Drivers License
- Excellent analytical and problem-solving skills.
- Understanding of the industry and area of service
- Knowledge of local and federal regulations and ordinances.
- Excellent business writing and verbal communication skills
- Computer literacy, including effective working skills of MS Word, Excel, PowerPoint, Adobe products and e-mail required
- Strong customer service orientation.
- Superior telephone manners and strong interpersonal skills.
- High level of critical and logical thinking, analysis, and/or reasoning to identify underlying principles, reasons, or facts
- Possess the following personal qualities: integrity, creativity, high standards, commitment, ethical values, and achievement oriented
- Must possess a high level of moral judgment for handling confidential



Job Description Form

Site Specific Accountabilities:

information

- Proven ability to interact effectively with employees in order to direct work flow, assess performance and assign duties.

General

- Mine Safety Orientation – ALL APP team members are mine and Safety Orientated by qualified staff prior to working any shifts.
- PPE – Ensure that all team members are issued proper PPE to conduct their duties.

Qualifications:

- Grade 11
- Excellent communication skills
- Driver's license; minimum Class 5
- Security Certificate/License
- First Aid/CPR w/AED
- Pipeline Construction Training System (PCTS)
- Others as required by Site

Wage, Hours, Benefits and Performance Evaluation:

Wage: TBA

Work Hours/Shifts: 14 Days In, 14 Days Out, 12 hours/Day

Benefits: Full Benefit Package as per ABS Policies available for Full-time Indeterminate only.

Performance Evaluations - will be conducted to evaluate Industrial Security Officer - performance of expectations and responsibilities as listed in job description.



Job Description Form

Authorizations

Department Manager Name (print): Rod Genest, Director of Operations, APP

Signature: _____

Date: January 30th, 2015

Human Resources Representative Name: Eric Tang, Human Resources Administrator, APP

Signature: _____

Date: January 30th, 2015

This job description was last revised on: **30 January, 2015**

Additional Information

Related Documents

- 2500 Job Description

External Resources

If you have questions, comments or suggestions regarding this document, contact Eric Tang @ etang@basinsecurity.com