



## ADAMS LAKE INDIAN BAND JOB POSTING Day Security Patrol

### NATURE & SCOPE OF WORK:

We are looking for an exceptional candidate to assist in the Security Services of the Public Works, Housing & Capital department. The Day Security Guard is client centred and operates at the highest level of confidentiality. The Day Security Guard is responsible for preventing and detecting signs of intrusion, theft, vandalism and for ensuring security of the buildings and grounds of the Adams Lake Indian Band, during day-time hours.

### POSITION TASKS:

- Performs all duties and responsibilities in accordance with Adams Lake Indian Band policies and procedures
- Protect property as well as prevents and detects signs of intrusion, theft, vandalism and ensure security of the buildings and grounds of the Adams Lake Indian Band Reserves.
- Answer alarms and investigate disturbances.
- Monitor access to band buildings, if required.
- Call emergency personnel, as required.
- Patrol presence, if requested, in large public or community events.
- Warn persons of rule infractions or violations and contacts the Supervisor or RCMP of major incidents.
- Write reports of daily activities and irregularities, such as equipment or property damage, theft, presence of unauthorized persons, or unusual occurrences.
- Maintain confidentiality on all matters relating to the affairs of the Adams Lake Indian Band.
- Flexible schedule to potentially work night shift periodically.
- Other duties as required

### KNOWLEDGE AND SKILLS:

- Two years' experience as a Security Guard or an equivalent education and experience, such as secondary training in security or equivalent.
- Must possess a basic understanding of the Legal System.
- Courses from the Justice Institute for Private Security Certificate is preferred.
- Successful completion of the Basic Security Training (BST)
- Must be 19 years of age or older.
- First Aid level 1 or 2, minimum
- Knowledge of relevant policies, procedures, and strategies to promote effective security operations for the protection of people, property, and buildings.
- Ability to react reasonably and appropriately in emergencies and work well under pressure.
- Strong ethics and knowledge of confidentiality.

### Other Requirements

- Valid B.C. Class 5 Driver's License (copy required)
- Reliable transportation with valid business insurance

### Interested applicants please direct resumes to:

Human Resources Manager  
6453 Hillcrest Road or PO Box 588, Chase, BC, V0E 1M0  
Email: [Human-Resources@alib.ca](mailto:Human-Resources@alib.ca)

**THIS POSITION WILL REMAIN OPEN UNTIL A SUITABLE CANDIDATE IS FOUND**

Only those short listed will be notified for interviews.