



## Queen's University Casual Security Patroller

**Closing Date:** Open ended.

**Application Instructions:**

Please apply by sending a Cover Letter and Resume to Murray Skeggs, Manager Security Risk and Training. [Murray.skeggs@queensu.ca](mailto:Murray.skeggs@queensu.ca)

**Hourly Rate:** \$23.53 per hour

**Hours per Week:** The nature of the casual position is you work when you are available and when shifts are available. Security Patrollers work days, evenings and overnight shifts.

**Department:** Campus Security and Emergency Services

**Location:** Queen's University Campus, Kingston ON

**Vacancy Type:** Existing Position

**Job Summary:**

Security Patrollers are the most visible members of Campus Security and interact on a regular basis with other university community members, Kingston community members, Kingston Fire & Rescue, and the Kingston Police.

Reporting to the Managers, CSES, and receiving daily work direction from the Security Supervisors (Supervisors) on shift, the Security Patrollers (Patrollers) are responsible for the safety and security of university faculty, staff, students and visitors and to protect university property under the Supervisors' direction.

**Key Responsibilities:**

- Perform work in accordance with the provisions of the Private Security and Investigative Services Act and regulations.
- Foster a culture of campus community engagement through positive interaction with the university community by attending and engaging at events and conducting patrols.
- Maintain a visible presence on campus and provide valid warnings to students, faculty, staff, and visitors, who create disturbances.
- Patrol university premises to prevent and detect signs of mischief and ensure security of doors, windows, gates, and the general grounds.
- Accurately document all activities and provide witness statements to a Supervisor as required.

- Immediately report emergencies and major incidents to the Supervisor to ensure the safety of students, faculty, staff, and visitors to the university.
- Grant access when authorized by a Supervisor to university buildings, offices, labs, parking lots, etc.
- Under the direction of the Supervisor, protect evidence, which may be referred to the police and provide on-site assistance to victims.
- Provide personal safety escorts for members of the university community.
- Assist the Security Supervisors in executing the campus security plan at major university events, including but not limited to Orientation Week, Homecoming, Christmas Shutdown, St. Patrick's Day, and expected or unplanned demonstrations.
- Understand the importance of human rights and treat people with respect and dignity.
- Undertake other duties as required in support of the Department.

#### **Required Qualifications:**

- Possess a valid Class G Ontario Driver's Licence.
- Certified in First Aid and CPR
- Satisfactory Criminal Record Check and Vulnerable Sector Check.
- Post-secondary education in security and/or law enforcement or equivalent combined with previous experience in a related field, preferably in a university or institutional environment.
- Able to obtain a Private Security & Investigative Services Branch Security Guard Licence with the Ontario Ministry of the Solicitor General.
- Willing to participate in on-the-job training to obtain the required security guard license.
- Must be familiar with and able to enforce the provisions of the Criminal Code of Canada, the Trespass to Property Act, the Youth Criminal Justice Act, the Liquor Licence Act and the Queen's University Student Code of Conduct.
- Understanding of non-discriminating practices and issues of equity and diversity, such as accessibility, faith requirements, gender identity, and cultural differences.
- Knowledge of the university campus, organizational structure and procedures would be considered an asset.
- Experience with two-way radio systems and alarm systems including intrusion, fire, and mechanical would be considered an asset.
- Consideration may be given to an equivalent combination of education and experience

#### **Employment Equity and Accessibility Statement**

The University invites applications from all qualified individuals. Queen's is strongly committed to employment equity, diversity, and inclusion in the workplace and encourages applications from Black, racialized persons, Indigenous people, women, persons with disabilities, and 2SLGBTQI+ persons. In accordance with Canadian Immigration requirements, priority will be given to those who are legally eligible to work in Canada.

The University provides support in its recruitment processes to all applicants who require accommodation due to a protected ground under the Ontario Human Rights Code, including those with disabilities. Candidates requiring accommodation during the recruitment process are asked to contact Murray Skeggs: [murray.skeggs@queensu.ca](mailto:murray.skeggs@queensu.ca).