

Job Class Profile: Building Security Control Technician**Pay Level: CG-24 Point Band: 422-455**

Factor	Knowledge	Interpersonal Skills	Physical Effort	Concentration	Complexity	Accountability & Decision Making	Impact	Development and Leadership	Environmental Working Conditions	Total Points
Rating	3	3	4	4	2	2	3	1	3	
Points	140	50	25	19	60	43	62	21	32	452

JOB SUMMARY

The Building Security Control Technician provides protective services to provincially owned or leased buildings and property, monitors and controls operation of building systems and provides emergency medical assistance as required.

Key and Periodic Activities

- Monitors and controls building systems including fire, heating, ventilation, air conditioning, energy management and security systems through the use of various computer terminals and related equipment.
- Interprets and responds to system outputs.
- Operates lighting control units and related components.
- Monitors building and protects provincial property or infrastructure, equipment and material from hazards such as threats, trespass, theft, fire and accidental or willful damage.
- Provides frontline security for buildings and controls access by employees, visitors and contractors.
- Investigates suspicious persons or activity and takes appropriate action as required.
- Performs preliminary investigations into thefts, vandalism, disturbances, intrusion and fire alarms.
- Performs visual inspections of mechanical and electrical rooms.
- Prepares various kinds of written reports.
- Performs traffic patrol and emergency response duties.
- Provides assistance and emergency medical aid to the general public as required at Level II of Medical First Responder.
- Monitors the Control Desk as required.
- Provides sworn testimony in court as witness regarding security violations and other matters.
- Participates in emergency evacuation of building and assists with visual inspection.

SKILL**Knowledge****General and Specific Knowledge:**

- Knowledge of building control systems and related equipment, HVAC systems including energy management, fire alarm systems and components, basic computer operation, security practices, procedures and techniques and first aid procedures and practices.

Formal Education and/or Certification(s):

- Minimum: Certificate from Security Guard Training Program
- Medical First Responder Level II or Advanced First Aid Level II
- CPR Level C
- Automated External Defibrillator Operation
- Oxygen Therapy Training

Years of Experience:

- Minimum: 1 to 2 years

Competencies:

- Follow basic instructions and work processes
- Apply established techniques to the completion of activities
- Provide advice to others on how to solve a problem
- Operate a computer
- Write straightforward text such as a memo
- Operate machinery

Interpersonal Skills

- A range of interpersonal skills are used including listening to information and asking questions to get information/clarification; providing routine information and direction to the general public; and dealing with upset or angry people who want to see MHA's, Premier and government employees.
- Communications typically occur with employees in the immediate work area and members of the general public.
- The most significant contacts are with the supervisor for advice and guidance; general public who are accessing the buildings; and staff who work in the buildings.

EFFORT

Physical Effort

- The demands of the job occasionally result in fatigue requiring periods of rest.
- Occasionally required to lift or move objects up to 50 lbs such as a radio, flashlight, handcuffs and related items.
- Required to walk and climb stairs when on foot patrol and performing status checks of building and equipment or when responding to alarms; stand for extended periods during demonstrations; sit when using a computer; bend and kneel when performing medical procedures and drive a car or truck when performing vehicle patrols. Shovelling snow from main entrance of building may be required during emergencies to ensure safety of building occupants.
- Manual or physical activities include fine finger or precision work when using a computer or operating lighting control units; using gross motor skills when walking, standing, bending and

kneeling and maintaining physical balance while standing for extended periods.
Concentration
<ul style="list-style-type: none"> – Visual concentration or alertness is a constant requirement when performing visual inspections of buildings, mechanical and electrical room and equipment; observing people for unusual behaviour; reading computer display and outputs; writing incident reports and when driving. – Auditory concentration or strain is experienced when listening to people, telephones, radio calls for assistance, alarms, and when listening for unusual sounds to detect problems with equipment. – Other sensory demands include detecting smells such as smoke or burning electrical wires. – Alertness and concentration are required when performing repetitive processes such as monitoring the computer, cameras and people. Must be aware of their surroundings at all times to ensure the health and safety of others. – Experience time pressures, deadlines, interruptions and lack of control over the pace of work during demonstrations and dignitary visits. – Exact results and precision is required to write reports.
Complexity
<ul style="list-style-type: none"> – Work involves providing protection for provincial property or infrastructure and monitoring and controlling building systems which involves performing tasks and activities that are different but allow the use of similar skills and knowledge. – Typical problems or challenges can include dealing with irate people and developing solutions to correct problems with building systems. – References to assist with problem solution include operating manuals, handbooks, guidelines, regulations and advice/guidance from supervisor. Work is performed under general guidelines and established procedures.

RESPONSIBILITY

Accountability and Decision-Making
<ul style="list-style-type: none"> – Work tasks and activities are controlled and sensitive issues or complicated problems can be referred to the supervisor. – Completed work is reviewed for technical adequacy, adherence to standard procedures and methods and compliance with any special instructions. Review of work performed increases with more difficult assignments. – Work requires using initiative to carry out recurring assignments independently without specific instructions about how to do the work or the precise methods to apply. Performs a full range of security duties by following and executing specific rules, regulations or procedures. Any deviation from the guidelines, except in emergency situations, must be authorized in advance by the supervisor or a more experienced co-worker. – Must use judgment in identifying and applying the proper procedures and techniques for application to specific actions when protecting property, enforcing regulations or assisting people.
Impact

- Work has a positive impact within immediate work area, department/group, within and outside the organization and on customers/clients/general public as well as on equipment, information, facilities, material resources, health and safety and corporate image when building and equipment are protected to ensure the safety and security of its occupants.
- Mistakes or errors can result in problematic individuals or groups gaining access to the building and systems and equipment could be damaged if not checked on a regular basis which can increase financial costs and impact the health and safety of building occupants.
- Mistakes or errors are typically identified and resolved within hours of problem identification.

Development and Leadership of Others

- Not responsible for the supervision of staff.
- May provide on-the-job training and orientation to new and existing staff.

WORKING CONDITIONS

Environmental Working Conditions

- Personal risks require safety equipment or precautions including masks, coats, boots, gloves or face shields.
- The likelihood of minor cuts, bruises, abrasions, minor illness, fractures or partial disability is moderate and injury or occupational illness resulting in total disability is limited.
- Exposed to unusual/distracting noise from alarms, radios and mechanical equipment; dirt, dust, filth or garbage; glare when working on computer; physical dangers or threats when dealing with angry and upset people; adverse weather conditions when working outside; hazardous chemicals stored in mechanical rooms; odours; wet or slippery surfaces; bodily fluids, waste and infectious diseases when performing medical assistance.