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## Security Officer

All times are in Eastern Daylight Time.

<b>Job ID</b>	2016-14634	<b>Reference Number</b>	Req783
<b>Job Location</b>	CA-ON-Sault Ste. Marie	<b># Positions</b>	1
<b>OLG Site/Facility</b>	Foster Drive	<b>Job Type</b>	Part Time
<b>Length of Secondment/Contract</b>	1 year contract	<b>Job Industry</b>	Government and Public Sector
<b>Career Level</b>	Experienced	<b>Posted Date</b>	6/24/2016
<b>Division</b>	Legal	<b>Post End Date</b>	7/1/2016
<b>Min</b>		<b>Department</b>	Corporate Security
<b>Mid</b>		<b>Years Experience</b>	1
<b>Max</b>			

More information about this job:

Job Description:

### Security Officer

#### POSITION SUMMARY:

To protect the facilities, employees, assets and visitors to OLG Corporate properties by delivering frontline security and safety services, with strong emphasis on projecting a positive image of the Corporation.

#### MAJOR RESPONSIBILITY AREAS:

- Respond promptly and appropriately to emergency and non-emergency situations such as fire evacuation, medical emergencies, bomb threats, threats of violence and trespass to ensure the safety at the OLG Corporate locations.
- Monitor, operate and maintain equipment as the Corporation is required by legislation—such as overhead doors, medical equipment (AED, oxygen), emergency lighting, security system and its components.
- Monitor site UPS, Environmental systems and Computer rooms.
- Perform Security system programming changes/additions/maintenance to access cards.
- Control access/egress of visitors, trades persons, service persons and business associates utilizing strict access control principles and technology.
- Provide information and direction to visitors in a courteous manner.
- Initiate data gathering procedures with respect to reports of unlawful, suspicious or dangerous situations or occurrences.

- Survey and report safety and security status of property utilizing a combination of fixed and random mobile patrols both inside and outside of facilities.
- Responsible for the direct supervision of cleaning staff and contractor staff in OLG sensitive areas.
- Maintain and update operational manuals pertaining to security and fire safety to all OLG sites - Post Orders, emergency evacuation procedures, medical emergency procedures and others as the need arises.
- Responsible for the activation of the corporate contingency alert system.
- Carry out the full duties of an Emergency Medical Officer and responsible for emergency medical response while on duty at their assigned work site. Maintain Emergency Medical Officer status through training.
- Responsible for the pick-up and securing of shred material. Conduct shredding duty and certify destruction of documents as required.
- Conduct OLG Draws as required.
- Ensure daily operational duties are performed as per Procedures Manual.
- Maintain and use a strict key control program as well as provide locksmith duties
- Other duties and special projects as assigned.

#### **MINIMUM QUALIFICATIONS:**

- A minimum Post-secondary diploma in Law and Security Administration with 1 year of related experience, or equivalent.
- John's Ambulance Advanced First Aid/C.P.R. certificate is mandatory and must be maintained.
- Driver's licence in good standing.
- Good organizational skills.
- Strong customer service skills combined with good communication skills.
- Knowledge of computers and word processing (Word and Excel).
- Must be able to work independently without direct supervision.
- Good judgment skills and discretion under stressful conditions.
- Excellent interpersonal skills with the ability to deal effectively with all levels of internal and external customers combined with the ability to deal with and resolve conflict.
- The ability to work in a team environment.
- Knowledge of, and experience in, conducting and initiating investigations.
- Knowledge of the Criminal Code of Canada as it relates to theft and preservation of evidence, Powers of Arrest, Trespass to Property Act, Fire Code, WHMIS and Freedom of Information Act.

#### **LICENCES, REGISTRATIONS, CERTICATES**

- Must be able to obtain and maintain an AGCO Category 2 Gaming Assistant Registration.

***Please apply on-line, by 5:00pm on July 1, 2016.***

*We thank all applicants for their interest, however only those being considered for an interview will be contacted.*

***OLG is an equal opportunity employer and is committed to providing***

**employment accommodation in accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act.**

***If you require accommodation to apply or if selected to participate in an assessment process, please advise Human Resources***

**Due to the modernization of OLG, there may be an opportunity for roles to evolve or contracts to be extended. For further information around Modernization, please visit [www.ModernOLG.ca](http://www.ModernOLG.ca)**

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