

Campus Security Manager - Class 5 - 2nd posting - 2224

Job Title

Campus Security Manager - Class 5 - 2nd posting

Job Type

Permanent Full-time

Career Level

Management

Education

Bachelor's Degree

Category

Management

Salary Grade

Administrative Manager - Class 5 - \$72,911 - \$97,212

Job Description

IMPORTANT: Effective immediately - Full-time permanent position

DEADLINE TO APPLY: May 13, 2024

SALARY RANGE: \$72,911.00 - \$97, 212.00

JOB SUMMARY: REPORTING TO THE DIRECTOR OF FACILITIES MANAGEMENT SERVICES, THE CAMPUS SECURITY MANAGER IS RESPONSIBLE FOR PROVIDING CAMPUS SECURITY, CRISIS MANAGEMENT AND PARKING SERVICES AND PROMOTING A SAFE AND WELCOMING CAMPUS ENVIRONMENT FOR STUDENTS, STAFF, AND VISITORS IN CONFORMANCE WITH APPLICABLE LAWS, REGULATIONS, AND CODES.

DUTIES AND RESPONSIBILITIES:**MANAGEMENT**

- Oversees day-to-day operations of the campus security team, including scheduling, training, coaching, and performance management, including service level agreements;
- Manages operating budgets within assigned areas of responsibility;
- Recommends human, financial, and material resource needs to supervisor with appropriate justifications;
- Manages service contracts for preventive maintenance and annual inspection of security and fire safety systems to ensure their continued functionality and effectiveness, such as but not limited to fire alarms, sprinklers, intrusion detection, SOS/speaker systems, and fire pumps.;
- Ensures compliance with regulatory, legislative, and organizational requirements in contract and vendor management;
- Leads a multidisciplinary team and provides technical advice for issue resolution and emergencies;
- Represents the department and/or takes a leadership role on certain College committees, as related to their position or as requested by their Director;
- Contributes to the department's annual work plan for areas within their unit of service;
- Develops and maintains positive relationships with students, staff, and visitors to promote a safe and welcoming campus environment.

EMERGENCY PREPAREDNESS & CRISIS MANAGEMENT

- Establishes and maintains a comprehensive crisis management and emergency preparedness plan;
- Conducts regular crisis and emergency preparedness drills and exercises;
- Provides and organizes training for the crisis response team and/or College staff on crisis response procedures;
- Implements systems for tracking and documenting crisis events and responses for post-incident analysis and

improvement;

- Conducts post-crisis debriefings to assess response effectiveness and identify areas for improvement;
- When needed, may be called upon to assume the role and responsibility of Incident Commander or Emergency Measures Coordinator during a crisis, emergency, or disaster in accordance with the College's plan.

OVERALL RESPONSIBILITIES

- Responsible for overseeing campus security and parking operations;
- Participates in the development and implementation of new initiatives that are aligned with the strategic direction of both the department and the College.
- Develops and implements comprehensive security and parking policies, procedures, and protocols to safeguard campus assets and mitigate risks;
- Identifies and addresses security vulnerabilities, safety hazards, and compliance issues through regular patrols and proper enforcement of parking regulations;
- Responds promptly to security incidents, emergencies, and alarms, and takes appropriate action;
- Collaborates with local law enforcement, emergency services, and other campus stakeholders to address security concerns and ensure effective response and coordination during crises and emergencies;
- Manages and audits security systems, including but not limited to access control, key management, surveillance cameras, and alarm systems, to enhance campus security, safety and surveillance capabilities;
- Conducts investigations into security breaches, thefts, vandalism, and other incidents, and implements corrective actions and preventive measures as needed;
- Participates in judiciary proceedings as required on the College's behalf;
- Coordinates security, parking, and emergency measures coverage for campus events, activities, and special functions;
- Organizes and hosts prevention and awareness campaigns;
- Oversees service contracts for preventive maintenance and annual inspection of security and fire safety systems to ensure their continued functionality and effectiveness, such as but not limited to fire alarms, sprinklers, intrusion detection, SOS/speaker systems, and fire pumps;
- Stays informed about emerging security threats, trends, compliance changes and best practices in campus security management, and make recommendations for continuous improvement;
- On a rotating basis, may be on-call in evenings or on weekends for the Facilities Management Services Department;
- May be called upon to perform other tasks as necessary for the FMS department.

QUALIFICATIONS:

Education:

Completed Bachelor's degree in criminal justice, security management, emergency management, or a related field.

Specific requirements:

- Possess appropriate credentials to legally work as a security officer in Quebec.
- Minimum of 5 years of experience in campus security, crisis management, emergency preparedness, parking management or a related field.
- Proven leadership and management skills, with the ability to lead and motivate a diverse team of security and crisis management professionals.
- Strong organizational and administrative skills, with the ability to effectively manage resources, set priorities, and coordinate activities.
- Strong communication, interpersonal, and conflict resolution skills.
- Knowledge of relevant laws, regulations, and industry standards related to campus security, parking management, crisis management, and emergency preparedness.
- CPR and First Aid certifications, Emergency Operations Centre training, Certified Protection Professional (CPP) designation are assets.
- Possess Level 100, 200, and 300 Incident Command System certifications (an asset). If the candidate hired lacks these certifications, they will be required to complete Level 100, 200, and 300 within the first, second, and third years of employment.
- Basic proficiency in MS Office (Word, Excel, etc.) and security management software.
- English and French proficiency: Advanced oral, comprehension, and written skills.

Testing may be required to demonstrate knowledge of:

- Word (Basic)
- Excel (Basic)
- French (Advanced oral, comprehension, and written skills)
- English (Advanced oral, comprehension, and written skills)

Organizational Unit

John Abbott College -> Facilities and Information Technology 7090 -> Security Services 7075

Location

John Abbott College - Ste-Anne-de-Bellevue, QC H9X 3L9 CA (Primary)

Team

M-2128 - Campus Security Manager

of Hires Needed

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Deadline Date

5/13/2024