

CAAT Job Evaluation System for Non-Bargaining Unit Employees

Sir Sandford Fleming College

Ontario Colleges of Applied Arts and Technology

The Job Fact Sheet Questionnaire (JFS) is used to gather information for job evaluation purposes for the Colleges' Administrative Staff, Part-Time Support Staff, Part-Time and Sessional Academic Staff positions. Please read each section carefully before completing.

The Education and Experience sections are to be completed by the College according to the College's recruitment standards.

Upon completion by an incumbent, the JFS is reviewed and, when necessary, adjusted by the position's Manager and the Senior Manager responsible for the position. Any changes to the JFS are to be reviewed with the incumbent prior to evaluation. The JFS is then submitted to the appropriate College official for job evaluation purposes.

The JFS is not finalized until it has gone through the job evaluation process and the results have been confirmed by the College. A copy of the finalized JFS will be provided the incumbent for information purposes and as a job description.

1. POSITION IDENTIFICATION

Position Title: In House Campus Security Guard
Position Number: TBD
Pay Band: 8
Incumbent: TBD
Location/Campus: Sutherland and Frost Campuses
Division/Department: Campus Security, Facilities Services and Support Department
Immediate Supervisor (title): Supervisor, Security and Emergency Services and Manager, Security & Emergency Preparedness
Date of JFS: September 1, 2023
Last Evaluated: September 8, 2023

Type of Position:

- | | |
|--|---|
| <input checked="" type="checkbox"/> Administrative | <input type="checkbox"/> Part-Time Administrative |
| <input type="checkbox"/> Sessional Academic | <input type="checkbox"/> Part-Time Academic |
| <input type="checkbox"/> Part-Time Support | <input type="checkbox"/> Other |

I have read and understood the contents of the Job Fact Sheet (if completed by an incumbent):

Incumbent: _____

Date: _____

Recommended by:

Position's Manager: _____

Date: _____

Approved by:

Senior Manager: _____

Date: _____

2. POSITION SUMMARY

Provide a concise description of the position by identifying its most significant responsibilities and/or accountabilities.

This position has the primary responsibility for crime prevention, law enforcement and other public safety and security matters on campus and is under the immediate supervision of the Supervisor, Security and Emergency Services. The purpose of this position is to minimize adverse effects on the health and safety of students, staff, and visitors; prevent property damage, and ensure College policies are followed by staff, students and members of the general public. Incumbents must be able to meet Ministry of the Solicitor General requirements to be appointed as a Provincial Offences Officer or Special Constable pursuant to the Police Services Act for the limited purpose of issuing provincial offence notices for contraventions of applicable provincial statutes and municipal by-laws on College property.

3. KEY DUTIES

Provide a description of the positions key duties. Estimate the percentage of time spent on each duty (to the nearest 5%). Add an extra page if necessary.

Key Duties	% of Time
Security Services	75
<ol style="list-style-type: none">1. The incumbent is the first responder to the following emergency situations: fire alarms, active attacker alarms, bomb threats, building evacuation requirements, weapons threats or reports, assaults, accidents, crimes, medical calls, suicide attempts, criminal harassment, sexual violence and sexual assault, threats, threatening behaviour, hazardous materials incidents, malfunction of plant equipment and simple maintenance problems that require a response (after hours), or any other emergency situation.2. Patrols property and grounds to locate any breach of security, College Policy, applicable provincial statutes, mischief, or other unsafe conditions, and takes appropriate action or reports incidents to local emergency services for the College. Operates and monitors camera surveillance equipment and monitors and validates life safety systems. As part of the surveillance and patrol activities, investigates and reports on all occurrences (crimes, incidents, and accidents).3. Supervises the activities of and Contract Security Provider personnel and student placement students while on shift. Assigns routine tasks and gives direction to contract security personnel and placement students under the direction of the Supervisor, Security and Emergency Services.4. Front end customer services to assist employees, students, and the public with either information or access to requested building areas including access requests, core maintenance, and access control system updates.5. Other security duties as assigned, including but not limited to, provided assistance to other departments to facilitate the safety & security of people, the building, assets, and the public.	
Law and Policy Enforcement	20
<ol style="list-style-type: none">1. Enforces applicable sections of provincial statutes set out in appointment (i.e. <i>Trespass to Property Act</i>, <i>Liquor Licence and Control Act</i>, <i>Smoke-Free Ontario Act</i>, <i>Cannabis Control Act</i>, <i>Highway Traffic Act</i>, <i>Off-Road Vehicles Act</i>, <i>Motorized Snow Vehicles Act</i>, etc.) by documenting warnings, issuing provincial offence notice tickets as required, and attending court as required.	

Arrests trespassers; enforces various municipal parking by-laws and/or College policies including smoking, parking, traffic control, alcohol, and student conduct. This shall include providing direct security oversight to events located on campus when required, including enforcing policy and procedures in relation to College property.

Parking Services

5

1. Performs minor troubleshooting of parking meters. Provides services for parking and permit distribution. Answers and directs incoming phone calls that information booth attendants are unable to handle.

TOTAL:

100%

1. COMPLEXITY - JUDGEMENT (DECISION MAKING)

Complexity refers to the **variety** and relative **difficulty** of **comprehending** and **critically analyzing** the material, information, situations and/or processes upon which decisions are based.

Judgement refers to the **process** of identifying and reviewing the available options involved in decision making and then choosing the most appropriate option. Judgement involves the application of the knowledge and experience expected of an individual performing the position.

Provide up to **three examples** of the most important and difficult decisions that an incumbent is typically required to make.

1. An event or incident happens that threatens the wellbeing of College property or people; or an individual or individuals are in a situation, on College property, and requires a response. The nature of the event would dictate the type of response on the part of the incumbent e.g. in a medical emergency the incumbent would follow established emergency protocols: identify and assess casualties for life threatening conditions, vital signs, responsiveness, and would look for secondary injuries with a detailed head-to-toe examination.
2. Report of prohibited activity on College property. E.g., consuming alcohol in a public place, unauthorized guests in residence, tobacco, and cannabis-related activities. The incumbent would respond depending on what is learned from the investigation. This may include documenting warnings, issuing appearance notices and provincial offence notice tickets as required, and attending court and/or student conduct meetings as required.
3. Encountering a student/visitor in distress. This could include someone in mental health crisis or physical distress, or in a safety sensitive situation such as a domestic dispute. The incumbent must recognize the possibility of a mental, physical health, or personal safety requirement. Once suspected, the incumbent will need to utilize their educational and workplace experience to assess the situation in order to provide the necessary supports or referrals.

2. EDUCATION (to be completed by the College)

Education refers to the **minimum level** of formal education and/or the type of training or its equivalent that is required of an incumbent at the **point of hire** for the position. This may or may not match an incumbent's actual education or training.

The College is to identify the minimum level of education and/or type of training or its equivalent that is required for the position based upon the College's recruitment standards.

Non-Post Secondary

Partial Secondary School

Secondary School Completion

Post Secondary

1-Year Certificate

4-Year Degree

2-Year Diploma

Masters Degree

3-Year Diploma/Degree

Post Graduate Degree

Professional Designation

Specify:

Other

Specify: _____

Specify and describe any program speciality, certification or professional designation necessary to fulfil the requirements of the position.

Must have acquired practical experience in a field related to security services. Must have knowledge of security-related provincial and federal legislation including the Criminal Code of Canada and experience with the practical application of legislated powers within the scope of a licensed Security Guard and/or provincial offences officers. Must be experienced in operating computerized surveillance, cameras and access control systems. Ability to work shifts, weekends and holiday as required.

Specify and describe any special skills or type of training necessary to fulfil the requirements of the position (e.g., computer software, client service skills, conflict resolution, and operating equipment).

Candidates must have a valid Ontario Private Security Guard Licence, current valid CPR (basic rescuer level C) and Standard First Aid certificate from an accredited agency, and valid Class "G" Ontario driver's licence. Must meet and maintain certification, and annual recertification in Use of Force, Limited Police Powers as they relate to enforcing Provincial Legislation and issuing provincial offence notices, Federal Legislation. Ontario Association of Chiefs of Police Certificate of Results is preferred, but not mandatory.

Previous experience being appointed as a Provincial Offences Officer, Special Constable or Peace Officer is preferred, but not mandatory.

3. EXPERIENCE (to be completed by the College)

Experience refers to the amount of **related, progressive** work experience required to obtain the essential techniques, skills and abilities necessary to fulfil the requirements of the job at the **point of hire** into the position. This may or may not match the incumbent's actual amount of experience.

The College is to identify the minimum amount and type of experience appropriate for the position based upon the College's recruitment requirements.

Experience required at the point of hire. Up to and including:

- | | |
|---|-----------------------------------|
| <input type="checkbox"/> 0 - no experience | <input type="checkbox"/> 3 years |
| <input type="checkbox"/> 1 month | <input type="checkbox"/> 5 years |
| <input type="checkbox"/> 3 months | <input type="checkbox"/> 7 years |
| <input type="checkbox"/> 6 months | <input type="checkbox"/> 9 years |
| <input type="checkbox"/> 1 year | <input type="checkbox"/> 12 years |
| <input type="checkbox"/> 18 months | <input type="checkbox"/> 15 years |
| <input checked="" type="checkbox"/> 2 years | <input type="checkbox"/> 17 years |

Specify and describe any specialized type of work experience necessary to fulfil the requirements of the position.

Must have acquired practical experience in a field related to security services. Must have knowledge of security-related provincial and federal legislation including the Criminal Code of Canada and experience with the practical application of legislated powers within the scope of a licensed Security Guard and/or provincial offences officers. Must be experienced in operating computerized surveillance, cameras and access control systems. Ability to work shifts, weekends and holiday as required.

4. INITIATIVE - INDEPENDENCE OF ACTION

Initiative - Independence of action refers to the **amount of responsibility** inherent in a position and the **degree of freedom** that an incumbent has to **initiate** or **take action** to complete the requirements of the position. An incumbent is required to foresee activities and decisions to be made, then take the appropriate action(s) to ensure successful outcomes. This factor recognizes the established levels of authority which may restrict the incumbent's ability to initiate or take action, e.g., obtaining direction or approval from a supervisor, reliance on established procedures/methods of operation or professional practices/standards, and/or built-in-controls dictated by computer/ management systems.

Briefly describe up to three typical job duties/types of decisions that the incumbent is required to perform using their initiative without first having to obtain direction or approval from a supervisor.

1. Report of prohibited activity on College property. E.g., consuming alcohol in a public place, unauthorized guests in residence, tobacco, and cannabis-related activities. The incumbent would respond depending on what is learned from the investigation. This may include documenting warnings, issuing appearance notices and provincial offence notice tickets as

required, and attending court and/or student conduct meetings as required.

2. Receiving an access request for a locked office space, classroom, or lab. The incumbent would facilitate or deny access based on security post orders, standing operating procedures, and College policy.
3. Assigning and giving guidance to low-level routine tasks (building patrols, property patrols, event duties) on-shift to Contract Security Provider personnel and Student Safety Patrol placement students.

Briefly describe up to three typical job duties/types of decisions that the incumbent is required to perform which required the direction or approval from a supervisor.

1. Encountering a student/visitor in distress. This could include someone in mental health crisis or physical distress, or in a safety sensitive situation such as a domestic dispute. The incumbent must recognize the possibility of a mental, physical health, or personal safety requirement. Once suspected, the incumbent will need to utilize their educational and workplace experience to assess the situation and to provide an appropriate briefing to their supervisor. The incumbent would then provide approval or direction in to providing the necessary supports or referrals.

Give specific examples of guidelines, procedures, manuals (formal or informal), computer systems/programs that are used in performing job duties and in making decisions, e.g., Government regulations, professional or trade standards, College policies or procedures, department or program procedures, computerized/manual programs/systems and any other defined methods or procedures.

- Federal Legislation: Charter of Rights and Freedoms, Criminal Code of Canada, Controlled Drugs and Substances Act.
- Provincial Legislation: *Provincial Offences Act, Trespass to Property Act, Smoke-Free Ontario Act, 2017, Liquor Licence and Control Act, Cannabis Control Act, 2017, Safe Streets Act, 1999*, etc.
- College policies and procedures specifically: Emergency Response Plan, College Safety, Student Rights and Responsibilities, Harassment & Discrimination, Firearms, Appropriate Use of Computers, Violence Prevention, Security Resources Training Manual, Security Post Orders, College Parking Regulations, other security related policies and procedures (access control, key control etc.).
- Computer applications include Trackforce valiant RMS; parking and access control software; camera surveillance software; incident reporting software Internet/Website searching; Office 365.

5. POTENTIAL IMPACT OF DECISIONS

Potential Impact of Decisions recognizes the **potential consequences** that **errors in judgement** made by an incumbent, despite due care, could have on the College. Usually, the higher the level of accountability inherent in a position, the greater the potential consequences there are on the College from errors in judgement.

Give up to three examples of the typical types of errors in judgement that an incumbent could make in performing the requirements of the position. Do not describe errors which could occur as a result of poor performance, or ones that are rare or extreme. Indicate the probable effects of those errors on the College, e.g., loss of reputation of program/College, waste of resources, financial losses, injury, property damage, affects on staff, students, clients or public.

1. Error in judgement can occur if emergency services (police, fire, ambulance) are not called in certain circumstances. Fact finding can delay a call to emergency services, or there may be a determination that the situation does not warrant this action.
2. Enforcement measures such as towing cars or the issuing of provincial offences notices related to incidents contravening College policy or provincial statutes must be handled with a high level of care to ensure that the public perception of the organization is one of genuine respect for all those impacted by violations. Inappropriate handling of an incident (either due process, or inappropriate sanctions applied) could lead to safety issues depending on the type of incident, legal challenge, media scrutiny, financial liability if the matter is inappropriately handled, loss of goodwill from faculty and staff.
3. If the incumbent or his/her staff members exceed their authority when enforcing laws or policies or use excessive force during an arrest or arrest the incorrect person, the consequences can involve financial liability for the college and negative media coverage.

6. CONTACTS AND WORKING RELATIONSHIPS

Contacts and Working Relationships refers to the **types, importance** and **intended outcomes** of the contacts and working relationships required by an incumbent to perform the responsibilities of a position. It also measures the skill level required to be effective in dealing with contacts and being involved in working relationships. This factor does **not** focus on the level of the contact, but on the **nature** of the contact.

Indicate by job title, with whom an incumbent is required to interact to perform the duties and responsibilities of the positions. Describe the nature, purpose and frequency of the interaction, e.g., exchanging information, teaching, conflict resolution, team consultation, counselling.

Contacts	Contacts by Job Title	Nature and Purpose of Contact	Frequency of Contact	
			Occasional	Frequent
Internal to the College, e.g., students, staff, management, colleagues.	<i>Manager, Security & Emergency Preparedness / Director of PRD</i>	<i>General communication on operational decisions to gain agreement on a course of action in security/safety; need to keep team members apprised.</i>	Occasional	F
	<i>College Leaders and Employees</i>	<i>Operational Requirements</i>		F
	<i>Students and College Community</i>	<i>To provide procedural information and to promote cooperation and compliance.</i>		F
External to the College, e.g., business and industry representatives, suppliers, advisory committee members, staff at other colleges, government officials, and general public.	<i>Peterborough Police Service</i>	<i>General communication on operational decisions to gain agreement on a course of action in security/safety; need to keep sponsoring police service apprised of response to emergencies and threats.</i>	O	
	<i>Ministry of the Solicitor General</i>	<i>Reporting requirements after use of force incident.</i>	O	
	<i>Police and Emergency Services in the Region</i>	<i>Coordination of response to emergencies and threats. Conducting drills and liaison with agencies.</i>	O	
Occasional (O) Frequent (F)		Contacts are made once in a while over a period of time. Contacts are made repeatedly and often over a period of time.		

7. a) CHARACTER OF SUPERVISION/FUNCTIONAL GUIDANCE

Character of Supervision identifies the **degree and type** of supervisory responsibility in a position or the nature of functional/program supervision, technical direction or advice involved in staff relationships.

Required to coordinate, control and provide general supervision for the entire division including the quality and quantity of work, and overall achievements. Responsible for hiring, motivating, promoting, appraisal, discipline and terminating staff.

(/) Check the applicable box(es) to describe the type of supervisory responsibility required by an incumbent in the position:

- Not responsible for supervising or providing guidance to anyone.
- Provides technical and/or functional guidance to staff and/or students.
- Instructs students and supervises various learning environments.
- Assigns and checks work of others doing similar work.
- Supervises a work group. Assigns work to be done, methods to be used, and is responsible for the work performed by the group.
- Manages the staff and operations of a program area/department.*
- Manages the staff and operations of a division/major department.*
- Manages the staff and operations of several divisions/major departments.*
- Acts as a consultant to College management.
- Other e.g., counselling, coaching. Please specify:

* Includes management responsibilities for hiring, assignment of duties and work to be performed, performance management, and recommending the termination of staff.

Specify staff (by title) or groups who are supervised/given functional guidance by an incumbent.

Direct Reports:

Indirect Reports: Security guards employed by the College's Contract Security Service Provider

7. b) SPAN OF CONTROL

Span of Control is complementary to **Character of Supervision/Functional Guidance**. Span of Control refers to the **total number of staff** for which the position has supervisory responsibility, (i.e., subordinates, plus all staff reporting to these subordinates).

Enter the total number of full time and full time equivalent staff reporting through to the position. Also identify the number of staff for whom the position has indirect responsibility (contract for service), if applicable.

Type of Staff	Number of Staff
Full-Time Staff	
Non Full Time Staff (FTE) *	
Contract for Service **	1.5 Security Guards Per Shift
Total:	

*** Full Time Equivalency (FTE) conversions for non-full time staff are as follows:**

Academic Staff

Identify the total average annual teaching hours taught by all non-full time teachers (part-time, partial load and sessional) for which the position is accountable and divide by 648 hours for post-secondary teachers and 760 hours for non-post-secondary teachers.

Support Staff

Identify the total average annual hours worked by part-time support staff for which the position is accountable and divide by 1820 hours.

Administrative Staff

Identify the total average annual hours worked by non-full time administrative staff for which the position is accountable and divide by 1820 hours.

** Contract for Services

When considering contracts for services, review the nature of the contractual arrangements to determine the degree of supervisory responsibility the position has for contract employees. This could range from no credit for supervising staff when the contracting company takes full responsibility for all staffing issues to prorated credit for supervising staff when the position is required to handle the initial step(s) when contract staffing issues arise.

8. PHYSICAL AND SENSORY DEMANDS

Physical/Sensory Demands considers the **degree** and **severity** of exertion associated with the position. The factor considers the intensity and severity of the physical effort rather than the strength or energy needed to perform the task. It also considers the sensory attention required by the job as well as the frequency of that effort and the length of time spent on tasks that cause sensory fatigue.

Identify the types of physical and/or sensory demands that are required by an incumbent. Indicate the frequency of the physical demands as well as the frequency and duration of the sensory demands. Use the frequency and duration definitions following the tables to assist with the descriptions.

PHYSICAL DEMANDS

Describe the types of activities and provide examples that demonstrate the physical effort that is required in the position on a regular basis, i.e., sitting, standing, walking, climbing, lifting and/or carrying light, medium or heavy objects, pushing, pulling, working in an awkward position or maintaining one position for a long period of time.

Types of Activities that Demonstrate Physical Effort Required	Frequency (note definitions below)				
	Occasional	Moderate	Considerable	Extended	Continuous
Prolonged standing or sitting at Emergency Scenes	X				
Driving		X			
Use of Force during annual training, to effect an arrest or to defend self or others	X				

SENSORY DEMANDS

Describe the types of activities and provide examples that demonstrate the sensory effort that is required in the position on a concentrated basis, i.e., reading information/data without interruption, inputting data, report writing, operating a computer or calculator, fine electrical or mechanical work, taking minutes of meetings, counselling, tasting, smelling etc.

Types of Activities that Demonstrate Sensory Effort Required	Frequency (note definitions below)					Duration
	Occasional	Moderate	Considerable	Extended	Continuous	Short Intermediate or Long
Listening in meetings	X					S
Reading and analyzing information		X				S
Report writing and incident documentation for routine incidents		X				I
Report writing and incident documentation for serious incidents	X					L

FREQUENCY:

Occasional:	Occurs once in a while, sporadically.
Moderate:	Occurs on a regular, ongoing basis for up to a quarter of the work period.
Considerable:	Occurs on a regular, ongoing basis for up to a half of the work period.
Extended:	Occurs on a regular, ongoing basis for up to three-quarters of the work period.
Continuous:	Occurs on a regular, ongoing basis throughout the entire work period except for regulated breaks.

DURATION:

Short:	Up to one hour at a time without the opportunity to change to another task or take a break.
Intermediate:	More than one hour and up to two hours at a time without the opportunity to change to another task or take a break.
Long:	More than two hours at a time without the opportunity to change to another task or take a break.

9. WORKING CONDITIONS

Working Conditions considers the frequency and type of exposure to undesirable, disagreeable environmental conditions or hazards, under which the work is performed.

Describe any unpleasant environmental conditions and work hazards that the incumbent is exposed to during the performance of the job.

Environment

Describe the types of activities and provide examples that demonstrate exposure to unpleasant environmental conditions in the day-to-day activities that are required in the job on a regular basis, e.g., exposure to dirt, chemical substances, grease, extreme temperatures, odours, noise, travel, verbal abuse, body fluid, etc. Indicate the activity as well as the frequency of exposure to undesirable working conditions.

Types of Activities That Involve Job Related Hazards	Frequency (note definitions below)		
	Occasional	Frequent	Continuous
Emergency Response (Facilities or Health & Safety) – Secure the risk areas to prevent access by community, such as a flooded area.	X		
Emergency Response (Security or Medical) - Bodily Fluids, communicable diseases when assisting with response to medical emergencies. Violent, potentially violent, or volatile persons when dealing with trespassers or law or policy enforcement.	X		
Emergency Response (Violent / Armed Person) – Violent and/or armed person seen or reported at College. Activate and direct lockdown. Escort Law Enforcement as required.	X		
Threat Assessments - interview violent, potentially violent, volatile persons. Issuing Provincial Offence Notices when required.	X		
Law / Policy Enforcement – interview violent, potentially violent, volatile persons. Issuing sanctions including warnings and Provincial Offence Notices (tickets) or effecting arrests when required.	X		
Parking Enforcement – verbally abusive, potentially violent persons appealing a ticket or tow.	X		

Hazards

Describe the types of activities and provide examples that demonstrate the hazards in the day-to-day activities that are required in the job on a regular basis, e.g. chemical substance, electrical shocks, acids, noise, exposure to infectious disease, violence, body fluids, etc. Indicate the activity as well as the frequency of exposure to hazards.

Types of Activities That Involve Job Related Hazards	Frequency (note definitions below)		
	Occasional	Frequent	Continuous
Emergency Response (Facilities or Health & Safety) – Secure the risk areas to prevent access by community, such as a flooded area.	X		
Emergency Response (Security or Medical) - Bodily Fluids when assisting with response to medical emergencies. Violent, potentially violent or volatile persons when dealing with trespassers or law or policy enforcement.	x		
Emergency Response (Violent / Armed Person) – Violent and/or armed person seen or reported at College. Activate and direct lockdown.	X		
Threat Assessments - interview violent, potentially violent, volatile persons. Issuing Trespass Notices and Provincial Offence Notices when required.	X		
Law / Policy Enforcement – interview violent, potentially violent, volatile persons. Issuing sanctions including warnings and Provincial Offence Notices (tickets) or effecting arrests when required.	X		
Parking Enforcement – verbally abusive, potentially violent persons appealing a ticket or tow.	X		

Frequency:

Occasional	Occurs once in a while, sporadically.
Frequent	Occurs regularly throughout the work period.
Continuous	Occurs regularly, on an ongoing basis, throughout most of the work period.