



CAAT Job Evaluation System for Non-Bargaining Unit Employees

Ontario Colleges of Applied Arts and Technology

The Job Fact Sheet Questionnaire (JFS) is used to gather information for job evaluation purposes for the College's Administrative 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.

POSITION IDENTIFICATION

Incumbent:
 Position Title: Manager, Security & Emergency Services
 Pay Band: 11
 Position Number: A00085
 Division/Department: Security & Safety
 Location/Campus: Sutherland Campus
 Immediate Supervisor (title): Director, College Services
 Date of JFS: March 28, 2024
 Last Evaluated: May 13, 2024

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: _____

POSITION SUMMARY

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

The Manager, Campus Security & Emergency Services functions as the primary law enforcement and security official for the College and is the principal contact between the College and external public safety agencies. The incumbent researches, plans, organizes, develops, implements and evaluates security, crime prevention, law enforcement and other public safety and security and emergency management programs for all College campuses and facilities and manages the College's in-house security personnel, coordination of the contract security services, and directs physical access control, use of CCTV and ancillary equipment, and provides oversight into the investigation and enforcement of provincial offences, parking offences, and municipal by-laws. The incumbent coordinates and ensures the proper implementation of security contracts, workplace violence prevention programs, crime prevention programs and emergency response plans. They provide support and guidance to the College community as it relates to the public safety of the College community and the security of the College's assets. Responsible for oversight of law enforcement activities on College properties and strategic planning and implementation of the College's Campus Security services.

KEY DUTIES

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

Key Duties

1. **Public Safety and Security** **45%**

Responsible for leading College security operations and ensuring the adequacy of security and safety services. Develops policy and standard operating procedures that define the roles and responsibilities assigned to in-house security personnel and contract security service supplier guards. Oversees the College's contract for security services and ensures that the contracted security service supplier provides the full service negotiated. Liaises with the contracted security services supplier to resolve performance issues or to negotiate additional service. Hires and oversees the College's in-house security personnel and ensures security and enforcement services delivered to the College Community are effective. Provides guidance and acts as a point of escalation for the Supervisor, Security & Emergency Services.

- Functions as the primary law enforcement official for the College and is the principal contact between the College and external law enforcement agencies. Works in concert with other College administrators as required to conduct sensitive investigations and generate reports on criminal activity and provincial offences occurring on or in relation to the Campus. This may include the investigation of students, staff, contractors, and any other member of the public or the College Community. Liaises with police regarding criminal matters. Issues Provincial Offences Act and Trespass to Property Act notices on reasonable grounds or in consultation with appropriate college managers.
- Leads public safety planning as needed for major events, labour disruptions, strikes, facility disruptions and campus threats. Develops or modifies Emergency Procedures for various potential threats including violent actions against the community or building safety. Recommends revisions to various security procedure and policies.
- Develops and promotes public safety programs to the College Community through effective presentations, emails, orientation literature, campaigns, and posters.
- Oversees operation and installation of security systems such as Campus Security radio systems and

handhelds, intrusion alarms, closed circuit television camera and access control systems, and ensures support staff liaise and connect with the vendors concerning breakdown of software or hardware. Develops policies and procedures for access control and other security-related systems. Acts as the contact with the agency providing door access control. Works closely with Information Technology Administrators to design up to date technology for access control systems.

- Develops campus security standard operating procedures, level of service and programs. Monitors ongoing developments in industry in terms of technologies and processes to promote identification and adoption of best practices.
- Collaborates with other departments (ITS, HR, Student Services, Privacy), to ensure that security systems, system access, and the use, retention and disclosure of personal and/or security-sensitive information contained in security systems is in conformance with appropriate laws, policies, and practices (Freedom of Information and Protection of Privacy Act, Evidence Act, Limitations Act, etc.)
- Ensures due diligence checks of emergency equipment in collaboration with Joint Occupational Health and Safety Officer, such as emergency phones, refuge stations, emergency lights, first aid and defibrillator. Oversees camera surveillance systems, ensuring training of staff and improvement of processes. Acts as liaison with police concerning surveillance footage enquiries and requests for evidence. Ensures that the College complies with legislation concerning the use of surveillance practices.
- Assesses threat and risk information and disseminates it with law enforcement and appropriate College leadership for the purpose of informed decision making. Sits as a core member of the College's Behavioural Intervention Team (BIT) and College Threat Assessment meetings to assist informed decision making on a course of action and tracking of individuals who present behavioural problems. In conjunction with other key managers, tracks incidents in Security Record Management System to identify recurring problems with offenders.
- In conjunction with other Student Rights & Responsibilities Administrators, handles issues associated with student behaviour, conducting fact finding processes, coordinating process, and recommending the application of administrative sanctions as appropriate under the Student Rights & Responsibilities policy.
- Works closely with College Services Team regarding the photo identification (OneCard) program for employees/students/staff.
- Develops and promotes safety programs to the College Community including Emergency Notification System, Safe Walk, and other public safety programs by effective emails, orientation literature, campaigns, and posters. Ensures that detailed Emergency Procedures posters up to date in all classrooms and public areas. Works with Information technology staff on associated messaging systems such as monitors and safety phones. Attends Orientation and visits classrooms to introduce the Campus Security.

2. Emergency Planning and Services

15%

- Incumbent has primary responsibility for the planning, development, and implementation of the College's Emergency Response Plan.
- Directs the operation, maintenance and execution of the Emergency Response Plan including the coordination of effective communications and program training delivery to applicable members of the College community and external response providers.
- Acts as the Emergency Management and Public Safety contact for both internal and external personnel. Develops or modifies Emergency Procedures for various potential threats including violent actions against the community or asset safety. Works effectively with senior management to provide continuous review and protective measures to address emergency response and public safety issues. Recommends revisions to Campus Closure procedures.
- Routinely liaises and participates in training with the City of Peterborough Emergency and Risk Management Division, Ontario Power Generation Enterprise Risk management Division, and the Province of Ontario to fulfill the College's emergency responsibilities as a designated Nuclear Reception Centre for the residents of Durham Region under the Provincial Nuclear Emergency Response Plan (PNERP), the City of Peterborough Nuclear Emergency Response Plan, and the Fleming College Reception Centre Plan.
- Assists the Facility Managers, Director, College Services and/or Vice-President College Services with the coordination of all emergency response measures and associated activities in the event of an emergency incident.
- Schedules and conducts fire drills in Collaboration with the Facility Manager and Academic staff. In consultation with Human Resources, and supervisors, ensures the timely completion of modularized personal safety orientation for employees including Violence Prevention (Bill 168), Crisis Intervention Training (if required) and initial orientation for new employees.

3. Law Enforcement

25%

- The incumbent is appointed as a Municipal Law Enforcement Officer and Provincial Offences Officer for the purpose of enforcement of applicable provincial statutes and municipal by-laws. Incumbent is a peace officer for the purpose of these duties, pursuant to subsection 55 (2) of the Community Safety and Policing Act, 2019, S.O. 2019, c. 1, Sched. 1
- Leads enforcement of College parking, traffic, and smoking regulations through deputized officers, or enforces directly where necessary. Processes complaints concerning enforcement activity. Collaborates with College Services and is responsible for development, review, and revision of the College's parking policies, regulations, rates and permits in alignment with applicable statutes and municipal by-laws.
- Enforces applicable sections of provincial statutes and the Criminal Code of Canada on Fleming College property and oversees Campus Security personnel enforcing provisions applicable statutes (E.g., Criminal Code of Canada, Trespass to Property Act, Liquor Licence and Control Act, Smoke-Free Ontario Act, Cannabis Control Act, Highway Traffic Act, Off-Road Vehicles Act, Motorized Snow Vehicles Act, municipal by-laws, etc.) by documenting warnings, issuing provincial offence notice tickets as required, and attending court as required.
- Develops long term strategic and operational plans, enforcement initiatives, policies, regulations, and administrative penalty rates in consultation with other College administrators and external authorities

(Municipal Law Enforcement Agencies, Ministry of the Solicitor General, etc.).

- Supports the College Services team by participating in appeals hearings as a screening officer or hearing officer for internal tickets and administrative penalties as required.

4. Administration 15%

- Develops departmental goals, policies, and procedures consistent with the Academic Mission of the College and the objectives of the College Services Division.
- Composes and files reports on the affairs of Campus Security and advises senior management on staffing recommendations to meet legislative requirements and the safety and security needs of the College Community.
- Develops and monitors budgets for annual College Security, Parking, and Emergency response operations. Identifies risk areas and budget anomalies at least quarterly to ensure budget position is communicated accurately.
- Submits monthly and ad hoc contract security services supplier invoices for payment.
- Coordinates legislatively required and professional development training for in-house security personnel on an annual and ad hoc basis.
- Maintains, updates, and renews the College's Radio Licence Authorization with Innovation, Science and Economic Development Canada.
- Maintains the College's recordkeeping requirements under the Private Security and Investigative Services Act, 2005, and acts as the point of contact for Ministry of the Solicitor General inspectors carrying out inspections on College properties.
- Coordinates the installation and maintenance of partner agency public safety equipment on College property (OPG Provincial Nuclear Emergency Response Plan Storage, Peterborough Fire Services Radio systems, etc.)
- Supports the Facilities, Services and Support Department by acquiring knowledge of facility systems, policies and procedures, operational practices, and supervisory responsibilities. Participates in team meetings, covers for absent managers, and contributes to the development of capital budgets.

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.

Assesses and makes recommendations regarding the adequacy of emergency plans by liaison with local authorities and by investigation of local conditions. The degree of preparedness is a subjective analysis and must consider the incidence of threats, and the reasonableness of the college's ability to respond.

Course of action based on expertise and experience.

Assesses the level of threat posed by individuals presenting behavioural problems – in consultation with others, recommends and carries out a course of action appropriate to the level of threat.

Interprets legislated requirements and the degree of due diligence which the college is applying to all matters pertinent to personal and asset safety. Through expertise, the incumbent provides counsel on deficiencies and the exposure of the college to risk.

In depth knowledge of precedence in law, as well as detailed understanding of the applicable sections of the Charter of Rights & Freedoms, Criminal Code, Trespass to Property Act, Liquor Licence and Control Act, Smoke-Free Ontario Act, 2017, Occupiers Liability Act, Highway Traffic Act, Provincial Offences Act, Private Security and Investigative Services Act, Evidence Act, Police Services Act, Freedom of Information and Protection of Privacy Act, Personal Health Information Protection Act, 2004, Occupational Health & Safety Act, Bill 168 and the Emergency Measures Act enables the incumbent to determine the overall position of the college in various safety circumstances.

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: CPP (Certified Protection Professional), PSP (Physical Security Professional), or Law Enforcement credential
- Other Specify: Knowledge of Powers of Arrest, Certification in Use of Force, Crisis Intervention, Incident Management System (IMS) 200, First Aid and CPR

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

In addition to a relevant educational background, the incumbent requires either a credential in the Law Enforcement area such for Police, or Emergency Management; or a recognized government security designation such as a Security Official or Security Operations Manager,

Certification will ensure the depth of knowledge related to emergency management, emergency response, federal and provincial legislation, crime prevention and terrorism, or legislated requirements under the OHSA.

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, operating equipment).

Computer literacy is essential as frequent access to on-line databases and legislation is integral to policy, procedure, and program development. Incumbent will draw on resources on web sites and will require sufficient skills to assemble materials, create reports, tabulate statistics etc.

Conflict resolution is a mandatory skill as the incumbent is managing security operations, and therefore will be in contact with individuals who may be aggressive, intoxicated, resistant, assaultive, or excitedly delirious posing a risk to public safety in a classroom or public situation. Subject matter in **crisis intervention and de-escalation techniques, including powers of arrest and authority to use force under Criminal Code and Provincial Statutes** should be well understood and articulable.

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 checked="" 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 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.

Significant years of experience in emergency management and response accompanied by significant years of experience containing, mitigating, and resolving complex security and public safety issues in regulated environments.

Experience in a full range security and law enforcement services for critical or densely populated infrastructure assets.

Experience in conducting and leading threat assessments, developing emergency procedures, tracking, and monitoring potential threats and making informed recommendations to stakeholders.

Ability to work with a variety of stakeholders to develop and promote safety and security policies, programs, and response procedures and to build a relationship of confidence and trust.

Demonstrated leadership and strong and effective communication skills with the ability to reconcile significant diverse viewpoints deliver and receive feedback effectively and foster cooperation.

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. The incumbent observes and reports on the need for investment in public safety and security needs. The responsibility is to report on areas of risk and to refer any major purchases to the normal purchasing approval chain unless the requirement is urgent and cannot wait for consultation with Facility Managers. This situation may occur in the absence of managers who are away, for example, at conferences, or not available to make the necessary calls to rectify situations involving budget. Incumbent purchases resources within a set of budget parameters.
2. The incumbent is responsible for the general administration of the College's security programs and will operate within the established budget. The assignments and overall program of security administration is at the discretion of the incumbent but with appropriate team communication so that facility managers can flag any issues and keep apprised of changes impacting service to the community.
3. The incumbent has the authority to suspend work performance and/or restrict access to a building or an area of a building due to a safety or security concern. This includes the authority to place the College in a Lockdown or restrict access to areas as per established protocols.

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. In the course of policy and procedure development the incumbent will occasionally vet new policies or changes to policies through the Director, College Services or applicable manager; Formal College policies will require approval at the Board of Governors.
2. Orientation literature relating to safety and security programs will be developed by the incumbent.

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, Liquor Licence and Control Act, Smoke-Free Ontario Act, 2017, Freedom of Information and Protection of Privacy Act, Private Security and Investigative Services Act, 2005, Community Safety and Policing Act, 2019, Evidence Act, Occupational Health and Safety Act and numerous regulations (O. Regs) under the Acts such as Bill 168.
- College policies and procedures specifically: College Safety, Student Rights and Responsibilities,

Harassment & Discrimination, Firearms, Appropriate Use of Computers, Violence Prevention, Security Resources Training Manual, Security Post Orders, College Parking and Traffic Regulations, other security related policies and procedures (access control, key control etc).

- Computer applications include Park Admin; Trackforce Valiant, door access software; AXIS camera surveillance software; incident reporting software Internet/Website searching; Microsoft Basic Word and Basic Excel

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.

- 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.
- Enforcement measures such as issuing provincial offences notices, court summonses, towing cars or the issuing of administrative sanctions related to incidents under College policies 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.
- If the Manager of Security 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	
Internal to the College, e.g., students, staff, management, colleagues.	<i>Facility Managers/Directors</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	Frequent
	<i>College leaders and employees</i>	<i>Operational Requirements</i>		F
	<i>Students and Community</i>	<i>To provide procedural information, and promote cooperation and compliance with regulations and legislation</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>Security Administrators and Safety Officials in the OACUSA and OACP.</i>	<i>Attend meetings, follow list/serve information on best practices, Networking in general.</i>	O	F
	<i>Ministry of Labour</i>	<i>Reporting requirements after critical injuries or other safety matters.</i>		F
	<i>Ministry of the Solicitor General</i>	<i>Reporting requirements relating to licensees under Part V of the Private Security and Investigative Services Act; requirements to provide assistance to Ministry Inspectors carrying out inspections in accordance with s. 27 (5) of the Private Security and Investigative Services Act.</i>		F
	<i>Police and Public Safety Agencies/Organizations in the region</i>	<i>Coordination of security/safety initiatives, response to threats, conducting drills, and liaison regarding criminal and provincial offences. Overall community liaison</i>		F

Contacts	Contacts by Job Title	Nature and Purpose of Contact	Frequency of Contact	
		<i>with safety and security agencies</i>		
Occasional	(O)	Contacts are made once in a while over a period of time.		
Frequent	(F)	Contacts are made repeatedly and often over a period of time.		

7a. 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.

() 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

Supervisory

1. Management of the Security and Safety Department; including the Supervisor, Security and Emergency Services, in-house security personnel, and the contract security service supplier guards.
2. Direct supervision of the Supervisor, Security and Emergency Services, who oversees daily operations of contract for security services and the College's in-house security personnel.
3. Direct oversight of the contract security service supplier Contract Manager, who oversees the contract security supplier guards performing work at the College.
4. The contract security services supplier "Contract Manager" must direct the contracted security guards as these individuals are not college employees. Nevertheless, the Incumbent Manager must observe the routines and actions of all employees of the contracted firm and relay necessary corrective action or additional measures to the contract security supplier Contract Manager, through the Supervisor, Security and Emergency Services, for implementation, unless an urgent matter requires direct instruction.

5. The Security Contract Manager operationally reports to and follows instruction under the instruction of the Supervisor, Security and Emergency Services regarding assigned their duties. Appropriate use of time in slow periods is the opportunity for considerable due diligence checks on an array of equipment involved with emergency response by the college.
6. Direction to the Supervisor, Security and Emergency Services and the contract security service supplier Contract Manager is typically direct from the Incumbent Manager as the Director, College Services may not always be apprised of Security Operations and/or security-sensitive information.

Functional Guidance

1. The Incumbent Manager provides guidance and direction to the Supervisor, Security and Emergency Services, and together, must liaise effectively with the contract security services supplier to ensure appropriate and adequate contract guard coverage to ensure the safety and security of the College Community and the College's assets.
2. The Incumbent Manager must provide guidance to the Supervisor, Security and Emergency Services to ensure adequacy of in-house security personnel coverage and duties to ensure the safety security of the College Community and the College's assets.
3. The Incumbent Manager provides direction to the contracted security services supplier on the safety and security needs of the College and contractual matters under the Contract for Security Services.
4. The Incumbent Manager has the responsibility to review building and grounds safety from the perspective of opportunity for crime, violence, and legislative offences. The Incumbent Manager plans the use of grants, operational budgets, and capital funds to acquire safety and security equipment to further a safe environment. Facility Managers remain accountable for the overall safety of the environment, and for exercising due diligence. This may often be in response to advice from the Manager, Security and Emergency Preparedness.
5. The Incumbent Manager has the responsibility to provide subject matter expertise from a security and law enforcement lens with respect to Behavioural Intervention Team meetings, threat assessments, and College Threat and Risk Assessments.
6. The Incumbent Manager has the responsibility to provide subject matter expertise on the appropriate and lawful use of security and safety department personnel, resources, equipment, and institutional records.

7b. 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	3
Non-Full Time Staff (FTE) *	0
Contract for Service **	1 Security Contract Manager – Sutherland and Frost, and contract security service guards at Sutherland and Frost (2 to 3 guards per shift)
Total:	3

*** 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
Walking significant time within facilities or reviewing exterior premises		X			
Physical exertion during training and incident responses – Potentially having to use force to defend self, others, or to effect an arrest.		X			
Standing, walking, climbing, interrupted sleep during emergency Incidents.	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
<i>Driving to all college sites on an regular basis.</i>		X				I
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 Unpleasant Environmental Conditions	Frequency (note definitions below)		
	Occasional	Frequent	Continuous
Incident Response – Assaultive, aggressive, delirious, disorderly, or intoxicated individuals threatening or attempting to cause serious bodily harm to themselves or to another person.	X		
Parking and Enforcement Complaints – Enraged, verbally abusive, threatening and potentially assaultive individuals		X	
Law/Policy Enforcement – verbally abusive and potentially assaultive individuals appealing parking tickets, student rights violations, policy sanctions, etc.		X	
Responding to incidents outside of the building – extreme weather or adverse darkness	X		

Types of Activities That Involve Job Related	Frequency (note definitions below)		
Emergency Incident Response – environmental and situational hazards	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 chemical spill 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 Trespass Notices and Provincial Offences Act notices when required.		X	
Law / Policy Enforcement – interview violent, potentially violent, volatile persons. Issuing sanctions including suspensions, expulsions, Trespass Notices, and Provincial Offences Act notices 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.

Additional Notes Pertaining to this Position:

Due to the nature of work, the Incumbent is required to be licenced as a security guard pursuant to section 6 of the *Private Security and Investigative Services Act, 2005*, S.O. 2005, c. 34, and appointed as a municipal law enforcement officer / provincial offences officer pursuant to section 1 of the *Provincial Offences Act*, R.S.O. 1990, c. P.33 and section 55 (1) of the *Community Safety and Policing Act, 2019*, S.O. 2019, c. 1, Sched. 1

Accordingly, the incumbent is required to wear a uniform at times – depending on the nature of duties being carried out – pursuant to section 35 (2) of the *Private Security and Investigative Services Act, 2005*, S.O. 2005, c. 34 and O. Reg 362/07.

The incumbent is exempt from wearing a uniform in the execution of certain of their duties pursuant to section 2 of O. Reg 435/07 and section 2 (7) (c), and (g) of the *Private Security and Investigative Services Act, 2005*, S.O. 2005.