



SECURITY OFFICER SECURITY

Reporting to the Chief of Security, the House Officer will be responsible for the overall security and well being of all guests & employees at The Fairmont Jasper Park Lodge.

RESPONSIBILITIES:

- Writing Occurrence Reports dealing with altercations, theft, narcotics, damage to property and any other criminal related acts, motor vehicle accidents, guest/staff injuries and illnesses, wildlife occurrences as well as forwarding said information to appropriate Peers
- Dealing with trespassers and unauthorized persons found on property
- Responding to noise complaints, lockouts, in-room safe calls, medical calls, altercations, and assist in issuing rooms to new employees who may arrive after Staff Services hours
- Monitoring and report on any vehicle infractions - parking, speeding, dangerous driving, etc.
- Responding to guest and staff concerns effectively
- Performing monthly fire extinguisher, first aid kit and emergency response vehicle inspections
- Responding to any activated fire prevention devices (pre-alarms, smoke alarms, rate of rise and heat alarms, fire

bells), investigate cause and report findings

- Regularly patrolling all developed property areas
- Completing daily reports of shift activities and providing appropriate sections to departments within the hotel for follow-up
- Being an active member of The Fairmont Jasper Park Lodge Fire Brigade
- Maintaining a healthy living atmosphere within the staff residence
- Maintaining high standard of positive interdepartmental relations
- Adhering to the hotel's vehicle handling and safety policies while driving hotel and guest vehicles
- Other related duties as assigned

ENVIRONMENTAL RESPONSIBILITIES:

- Ensure all paper is recycled and sensitive documents shredded for recycling
- All cardboard, bottles, cans and plastics shall be placed in the proper recycling receptacles
- Required to make full use of the Security patrol bike
- Will actively look for and properly dispose of garbage and or recycling on the property, and within the Guest/Staff rooms
- To close and secure doors to prevent heat loss in colder season, and close excess lighting where suitable to assist in lowering power consumption and operation costs

PHYSICAL DEMANDS:

Sitting – 1-2 hrs/day; Walking: 5-6 hrs/day; Running: 0-0.5 hrs/day; Standing: 3-4 hrs/day; Bending/Reaching: 3-4 hrs/day; Driving: 4-5 hrs/day; Pushing/Pulling: 4-5 hrs/day; Physical effort: high, usually does not lift weights over 120 lbs, however at times may be required to lift 150 lbs; Visual effort: moderate; Environmental stress: high-constantly going in and out of buildings.

QUALIFICATIONS:

- **First Aid and CPR certification required, preference given to applicants with Advanced First Aid**
- **Must possess excellent English communication skills, both written and oral**
- **Ability to deal effectively with the public in conflict situations**
- **WHMIS and other safety courses an asset**
- **Must possess excellent communication skills, both written and oral**
- **Computer skills (Excel, Property Manager and MS Office software) are required**
- **Must be able to work night shifts**
- **Must be responsible, flexible and reliable**
- **Previous Safety/Security experience an asset**
- **No criminal record & willingness to accept a criminal records check**
- **Fire fighter training an asset**
- **Valid drivers licence with clean driving record (willing to provide driving abstract if requested)****