

Position Number: **Benchmark Job #085**

Ministry: Attorney General

Branch: Liquor Distribution Branch

Location: Vancouver

Working Title: **Building Security Officer**

Level: Range 9

NOC Code: 6651

## PRIMARY FUNCTION

To protect and secure the buildings and equipment of the Liquor Distribution Branch.

## JOB DUTIES AND TASKS

1. Protects and secures buildings and equipment of the Liquor Distribution Branch
  - a. monitors the alarm system for over 150 linked government liquor stores throughout BC
  - b. monitors the alarm system for the head office and warehouse complexes
  - c. performs internal and external patrols of head office complex, the warehouse and parking lot areas to detect breaches of security, fire or safety regulations
  - d. operates Close Circuit Television (CCTV) to detect intrusion or other security breaches
  - e. performs periodic checks of outgoing pallets in the warehouse
  - f. requests repairs to damaged property
  - g. performs periodic alarm testing
  - h. assists government liquor stores with problems relating to alarm and safe malfunctions, power failures, robbery, theft and store video records by processing requests for repairs and performing minor lock and safe repairs at local stores
  - i. operates truck seal program to secure liquor products for delivery to store and distribution centre
2. Reacts to security breaches or alarm situations
  - a. assesses alarms received at the monitoring station and ensures the appropriate parties are advised such as the police, fire department, BC Hydro
  - b. recommends to head office staff how to deal with hazardous situations
  - c. performs emergency evacuation duties as required
  - d. advises appropriate executive, managerial and supervisory staff of after hours incidents
  - e. handles security violations relating to product handling and documentation
  - f. attends store alarms within the Greater Vancouver Regional District to assess the cause of alarm
  - g. compiles Branch Incident Reports and Alarm Reports
3. Monitors parking permits, key sign-out and visitors to the buildings
  - a. provides escorts for various contractors and service personnel such as BC Hydro and BC Tel
  - b. controls and enforces parking at head office complex
  - c. controls access to head office buildings via electronic control of various doors and gates and visitor passes

- d. operates key and lock control system
- e. loans keys on a permanent and daily basis
- 4. Performs administrative functions
  - a. operates lost and found program
  - b. issues employee identification cards
  - c. monitors switchboard/telephone after hours and on weekends and deals with complaints
  - d. signs for goods received
  - e. maintains telephone list of pertinent staff, stores, police departments and fire departments
  - f. keeps and maintains various records and logs
  - g. helps familiarize new employees to the buildings
  - h. accesses and inputs security data on computer
  - i. drives vehicle to various liquor stores to conduct patrols and signs for operating costs



FACTOR	REASON FOR CLASSIFICATION	DEGREE	POINTS
1	<p><b>JOB KNOWLEDGE</b></p> <p>Know a variety of building security functions and understand how they relate to other security agencies to monitor electronic systems and ensure security of all linked liquor stores in the province, and perform basic repairs to locks and safes.</p>	D	100
2	<p><b>MENTAL DEMANDS</b></p> <p>Judgement to recognize known differences and determine the priority of tasks to monitor equipment and security systems, operate central key and lock control system, react to security violations and arrange repairs to locks and safes.</p>	C	60
3	<p><b>INTERPERSONAL COMMUNICATION SKILLS</b></p> <p>Tact required to exchange information related to security duties and central security monitoring unit to inform authorities, co-workers and contractors of security violations.</p>	B	20
4	<p><b>PHYSICAL COORDINATION AND DEXTERITY</b></p> <p>Moderate coordination and dexterity required to drive vehicle to various liquor stores to conduct patrols.</p>	C	15
5	<p><b>RESPONSIBILITY FOR WORK ASSIGNMENTS</b></p> <p>Guided by specific procedures, select a course of action to complete assignments using previous instruction to monitor equipment and security systems, control keys and lock systems, complete security examinations of products and documents, issue day passes and employee identification cards and contact appropriate resources should a violation occur.</p>	C	50
6	<p><b>RESPONSIBILITY FOR FINANCIAL RESOURCES</b></p> <p>Limited financial responsibility to sign for the repair of locks and sign for vehicle repair costs.</p>	B	10

FACTOR	REASON FOR CLASSIFICATION	DEGREE	POINTS
7	<b>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION</b> Significant responsibility to monitor and maintain alarm system and closed circuit security system for liquor stores.	D	22.5
8	<b>RESPONSIBILITY FOR HUMAN RESOURCES</b> Limited responsibility for human resources to provide informal orientation to the workplace to new employees.	A	5
9	<b>RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS</b> Limited care and attention to report break-ins and thefts at retail liquor store outlets.	B	10
10	<b>SENSORY EFFORT/MULTIPLE DEMANDS</b> Intense attention to detail to almost always visually and by hearing monitor alarm systems to respond to break-ins.	D	18
11	<b>PHYSICAL EFFORT</b> Moderate physical effort to frequently walk to conduct security checks of buildings.	C	12
12	<b>SURROUNDINGS</b> Exposure to all weather conditions regularly while conducting external inspections of facilities.	B	4
13	<b>HAZARDS</b> Significant exposure to hazards from frequently patrolling the LDB warehouse looking for intruders who may react violently.	D	9

Total Points: 335.5

Level: Range 9