



SCHOOL DISTRICT NO. 43 (COQUITLAM)

Invites applications for the position of:

Security Runner – Casual Flexible Shifts (days, afternoons, nights) including Weekends

Coquitlam School District invites applications for a Casual Security Runner. As the third largest school district in the province, we are located within a 40-minute drive from downtown Vancouver. The school district has a population of 32,000 students with approximately 4,300 teaching, administrative, managerial and support staff.

Working under the Assistant Director of Operations/designate, the Security Runner, provides district-wide security response services twenty-four hours including weekends and statutory holidays and performs a variety of routine assignments and duties under minimal supervisor. Successful applicants must be available for all shifts which may include day, afternoon and night shifts.

Duties:

- Responds to fire and security alarms at all school district locations
- Performs fire and flood watch
- Inspects closed sites for eating/lighting issues, vandalism, etc.
- Liaises with police and fire responders, security companies, the general public and building personnel
- Opens and closes school district buildings for authorized users
- Makes emergency vandalism repairs to secure the affected buildings(w) including boarding broken windows and cleaning broken glass
- Organizes and maintains the maintenance department storage areas and assist in other areas as directed
- Performs caretaking duties in emergency situations
- Assists in filling caretaking requisitions and in re stocking supplies in district stores, assists with shipping and receiving
- Performs annual inspections of emergency lighting
- Assist in testing of building fire alarm and security systems.

Required Knowledge and Skills:

- Grade 10 plus one year's experience in the Facilities department (i.e. Maintenance or Caretaking), or an equivalent combination of training and experience
- A valid B.C. Class 5 driver's license is required.

This is an on-call casual unionized position which offers \$24.84 an hour plus 16% in lieu of benefits.

To apply, please click on the following link and create a user account/profile.

<https://ejp.sd43.bc.ca/postings/Account/Login>

Once you have completed your profile you will have access to the job postings.

***The successful applicants must complete two criminal record checks.
We appreciate your interest but regret that only those candidates selected for an interview will be contacted.***