



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 34,000 students with approximately 4,400 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 day/afternoon/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, fire responders, security companies, general public 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/maintains maintenance department storage areas and other areas as directed
- Performs caretaking duties in emergency situations
- Assists in filling caretaking requisitions and in restocking supplies in district stores, assists with shipping and receiving
- Performs annual inspections of emergency lighting
- Assists in testing of building fire alarm and security systems.

Required Knowledge and Skills:

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

This is an on-call casual unionized position, offering \$28.98 an hour plus 16% in lieu of benefits.

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

<https://bc38.atriveerp.com/postings-coquitlam/Account/Login>

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.

SD43 (Coquitlam) values diversity in the workplace and strives to honor each person's unique lived experiences. We welcome and encourage applications from candidates with varied backgrounds, cultures, races, abilities and intersectionality.