



BARKERVILLE

— HISTORIC TOWN & PARK —

Governed by: Barkerville Heritage Trust
14301 Highway 26 East
Box 19, Barkerville, BC V0K 1B0 (www.barkerville.ca)

Job Posting: Protection Officer Level 1

JOB SUMMARY

Classification: Security/Labourer
Job title: Protection Officer Level 1
Positions: Casual / On-Call
Closing Date: On going
Internal/External Posting

Status:

- BC Government Employees Union (BCGEU);
- Salary grade: \$21.43 plus benefits as dispersed according to the Collective Agreement between the BCGEU and The Barkerville Heritage Trust.

Orientation and Supervision (how the position fits into the company structure):

- Position reports to the Protection Officer Lead and Manager of Protection and Powered Services;
- Performs all operational duties based upon industry standards and guided by the *Standards and Guidelines for the Conservation of Historic Places in Canada and the BC Heritage Conservation Act* to ensure the continued protection and conservation of Barkerville Historic Town & Park;
- Performs all operational duties based upon Security Licencing Code of Conduct.
- Works as a team member with all Barkerville Heritage Trust site staff and contractors involved with operational activities.

Main tasks and responsibilities (core duties of the position, including but limited to):

- Secures premises and personnel by patrolling town and park; monitoring surveillance system; inspecting buildings, equipment, and access points; permitting entry.
- Watches for and responds appropriately to intruders, disturbances, fire and safety hazards, water breaks, flooding, freezing, drainage, building and ground movement, snow, power failures, vandalism, theft, and other threats to public safety and the assets of the Trust.
- Occasional basic operation of shop machinery such as tables saws, drill presses and power hand tools.
- Respond, shut down, troubleshoot and reset fire protection and alarm systems. Perform monthly fire alarm testing and practicing and maintain test and practice logs.
- Identifies, repairs, prevents or reports conditions that could present a safety hazard.
- Participates in fire prevention and suppression training.
- Winter maintenance - Snow Clearing; boardwalks, ramps, stairs, building entrances, roofs, site.
- Work in a healthy and safe manner and follow all BHT Health and Safety Guidelines.
- Assist Customers and/or staff to minor vehicle issues such as battery boosting and vehicle break-in.



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- Administers first aid according to circumstances, training and ability.
 - Performs all operational duties based upon Security Licensing Code of Conduct.
 - Performs flexible and varying duties depending on the shifting needs of the organization and its staff members.

The position requires that the following laws, regulations, policies and procedures be adhered to:

- The Workers Compensation Board regulations;
- The Barkerville Heritage Trust Safety Management and Accident Prevention Program;
- The Barkerville Heritage Trust's policies and procedures;
- Adherence to the Job Performance Expectations of the position;
- Performs all operational duties based upon industry standards and guided by the occupation health and safety regulations;

Qualifications, Skills, and Abilities (requirements needed to perform the job):

- Grade 12 Graduation
- Ability to work under own initiative with minimal supervision or as a member of a team;
- Ability to communicate effectively in both written and oral form;
- Ability to understand and follow oral and written instructions;
- Good public relations skills;
- Hold and maintain a valid Class 5 British Columbia driver's license (air breaks an asset);
- Valid Security License (Willing to train the right candidate)
- Criminal record check approval
- Ability to perform manual labour duties and to perform the physical job requirements.
- Fall Protection (provided by employer)
- Level 1 First Aid and transportation endorsement (provided by employer)
- WHIMIS certificate; (Provided by employer)
- S100, S185 (provided by employer)

Working conditions (physical environment of the job, including on and off site):

- May be required to wear an approved uniform or appropriate period costume in the performance of duties;
- Medium to high physical effort in an ever changing environment during inclement weather (excessive heat and cold, rain and snow, high winds);
- High mental attention and concentration required in outside environment;
- Work will occasionally require lifting and carrying;



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- Must be available and committed to work with very short notice at all times of the day and night;
 - Will be required to perform manual labour duties and to perform the physical job requirements.

For more information contact Dawn Leroy, General Manager Barkerville Historic Town & Park at dleroy@barkerville.ca or 1.888.994.3332 local 24.

Apply by email or in person to Dawn Leroy