



**EMPLOYMENT OPPORTUNITY**  
**Nakiiwin Azheyaaksin**  
**Employment Opportunity**  
**Security Guard/Bylaw Enforcement**  
Integrated Technology Department

The Wikwemikong Unceded Territory's Integrated Technology Department is accepting applications for Security Guard/Bylaw Enforcement personnel to be responsible for the protection, safeguarding, and security of WUT assets and reporting unusual activities or incidents to their immediate supervisor, police or fire department and enforcing WUT's bylaws. Duties include performing security patrols, enforcing WUT bylaws, protecting property from theft, embezzlement, sabotage, fire and accidents, and writing reports on all incidents, providing any needed assistance to Wikwemikong Tribal Policy, and perform other related duties as assigned by the Security Manager. Other duties will include providing information and maintaining order, checking for signs of damage or theft, watching for intruders visually and with the aid of electronic surveillance systems.

**Job Duties**

- Control access to establishments, issue passes and direct visitors to appropriate areas
- Patrol assigned areas, on foot or in vehicles, to guard against theft, vandalism and fire
- Investigate bylaw infractions and taking the necessary action to correct
- Enforce regulations of an establishment to maintain order and resolve conflicts
- Operate security control-room equipment to monitor establishment activities
- Ensure that establishment safety and emergency procedures are followed, and respond to fire alarms, and other emergencies.
- Follow radio and emergency telephone procedures.
- Investigate accidents and incidents, and write corresponding reports
- Investigate suspicious activity, safety and fire hazards, and other security related situations, and writing corresponding reports

**Qualifications**

- Post-secondary education in a related field (e.g. law-enforcement/bylaw training) with Security experience preferred.
- Demonstrated organizational skills with strong oral and written communication abilities
- Strong work ethic with a high level of personal integrity
- Professional/mature demeanor under stressful situations
- Must be able to work with little supervision and be self-directed
- High level of attention to confidentiality and able to work independently
- Highly flexible, with solid interpersonal skills that allow one to work effectively in a diverse working environment
- Strong attention to detail
- Able to deal with people sensitively, tactfully, diplomatically, and professionally at all times
- Possess a valid driver's license with a clean Driver's Abstract record

**Posted: October 16, 2024**

**Closing Date: Until Filled**

**All applicants MUST submit a cover letter, current resume, contact information from three work related references one from the most recent employer, and copies of accreditations to:**

**Confidential: Security Guard**  
Wiikwemkoong Unceded Territory  
19A Complex Drive, P.O. Box 112  
Wikwemikong, ON POP 2J0  
[erc@wiikwemkoong.ca](mailto:erc@wiikwemkoong.ca) Fax: 705-859-3851

**NOTE: Incomplete packages and late submissions will not be reviewed.**

We thank all those that apply but only those selected for an interview will be contacted. There will be no return of submissions.