

Posting #25-072CU

Security and Parking Officer

Security and Parking

Term, Full-time

September 2025 to July 2026

Purpose

Reporting to the Security and Parking Manager, the Security and Parking Officer will perform a range of duties in a fair and impartial manner which will enhance the safety and security of the facilities and all members of the University Community.

The Officer is responsible for responding to a wide range of concerns in a service-oriented manner, responding to complaints and incidents, evaluating confidential information, and for ensuring University security and parking policies, procedures, and regulations are met.

Responsibilities

Duties include but are not limited to:

- Conducting active patrols of University parking lots, buildings, and grounds to ensure campus security, and reporting irregularities, liabilities, hazards, and unauthorized or suspicious activities that occur on university property;
- Performing multiple tasks concurrently which includes answering multiple phone lines, monitoring alarm and video systems, monitoring radio traffic, using various software programs, and inputting data;
- Providing emergency first aid to University of Northern British Columbia (UNBC) community members and visitors, and monitoring and maintaining first aid supplies and equipment;
- Monitoring alarms and closed-circuit camera systems with timely alarm response;
- Providing "Safe Walk" services;
- Issuing parking citations, placing and removing vehicle immobilization devices, responding to parking concerns on campus, pay station coin collection, and incidental equipment servicing, ensuring patrol vehicle is in effective operating condition and advising of service requirements;
- Providing security services for University special events, regulating traffic flow for events, and during emergency situations;
- Responding to calls for assistance and participating in investigations of incidents;
- Recording and documenting information and writing incident reports;
- Ensuring facilities are appropriately locked or unlocked as needed;
- Working to establish and cultivate a positive presence within the University community and professionally liaise with outside agencies;
- Assisting with training and onboarding of new officers; and
- Using judgement and discretion to contact and assist the RCMP, fire department, ambulance, conservation officers, or other agencies when needed.

Qualifications

The successful candidate will possess the following:

- A high school diploma;
- Minimum of two years related experience;
- Occupational First Aid Certificate Level II/ Intermediate First Aid;
- Valid B.C. Security Worker License;
- Valid Class 5 BC Driver's License; and
- A clear criminal record check.

Certificates in Mental Health First Aid, Crisis Prevention Intervention (CPI) training, Applied Suicide Intervention Skills Training (A.S.I.S.T.), and conflict resolution would be considered a definite asset. Experience in fields such as : law enforcement, firefighting, ambulance service, search and rescue, and mental health services is considered an asset.

A demonstrated ability to interpret and apply policies and procedures, experience with conducting interviews, and the ability probe to obtain accurate facts and write fact-based incident reports are essential. The successful candidate will have the ability to respond to contentious and sensitive issues with discretion and recognize and demonstrate initiative in dealing with and resolving problems with hostile clients and potentially dangerous situations in a client service-oriented environment.

A strong customer service focus, organizational skills, and the ability to work effectively both, as a member of a team and independently, are essential for this position. Excellent interpersonal skills, oral and written communication skills, and proficiency with MS Office software are required.

Officers must have the physical and mental ability and stamina to conduct lengthy patrols of multi-storied buildings and extensive grounds, via foot and vehicle in all weather conditions. Must have the mobility and mechanical ability to apply and remove parking immobilization devices and to lift and carry up to 30 lbs. and operate a motor vehicle legally and safely.

An equivalent combination of education and experience will be considered.

Salary

This position has been classified at a Grade 6A. The annual salary range for this position is \$67,267.20 to \$70,033.60 and the normal starting salary will be \$67,267.20, pro-rated based on length of term and hours worked.

UNBC offers excellent benefit packages, and employee training and development opportunities. For more details, please see:

<http://www.unbc.ca/human-resources/employee-benefits>

Campus Security operates 24 hours per day, on a year-round basis. Successful candidates must be able to meet the scheduling requirements of the position. This position will work 12-hour shifts consisting of day shifts and night shifts on a rotational basis averaging to 40 hours per week over the year.

Our Commitment to Diversity and Employment Equity

The University of Northern British Columbia is fully committed to creating and maintaining an equitable, diverse, and inclusive environment that is accessible to all. We are devoted to ensuring a welcoming, safe, and inclusive campus free from harassment, bullying, and discrimination. This commitment is woven into our motto and mission. In the Dakelh language, UNBC's motto 'En Cha Huná translates to "they also live" and means respect for all living things. Through the respect for all living things, we are able to grow and learn better together, each bringing our own unique individual differences and contributions to inspire leaders for tomorrow by influencing the world today.

Employment equity requires that we remove barriers and overcome both direct and indirect discrimination. In this way, the pool of excellent candidates increases substantially. We encourage applications from members of groups that have been marginalized on any grounds enumerated under the B.C. Human Rights Code, including sex, sexual orientation, gender identity or expression, racialization, disability, political belief, religion, marital or family status, age, and/or status as a First Nation, Metis, Inuit, or Indigenous person.

About the Community

Since its founding in 1990, the University of Northern British Columbia (UNBC) has emerged as one of Canada's best small research-intensive universities, with a passion for teaching, discovery, people, and the North. UNBC's excellence is derived from community-inspired research, hands-on learning, and alumni who are leading change around the world.

Since time immemorial, Indigenous peoples have walked gently on the diverse traditional territories where the University of Northern British Columbia community is grateful to live, work, learn, and play. We are committed to building and nurturing relationships with Indigenous peoples, we acknowledge their traditional lands, and we thank them for their hospitality. UNBC's largest campus in Prince George is located on the traditional unceded territory of the Lheidli T'enneh, in the spectacular landscape near the geographic centre of beautiful British Columbia.

UNBC consistently ranks in the top three in its category in the annual Maclean's university rankings. UNBC also recently placed among the top five per cent of higher education institutions worldwide by the Times Higher Education World University Rankings.

With a diverse student population, the University is friendly, inclusive, and supportive. Prince George is a city of ~80,000 people with impressive cultural, educational, and recreational amenities. For more information about living and working in Prince George, please refer to <http://www.unbc.ca/experience> and <https://moveupprincegeorge.ca>. Make your mark with this leading post-secondary institution.

To Apply

The University of Northern British Columbia is committed to employment equity and encourages applications from the four designated groups (women, Indigenous peoples, persons with disabilities, and members of visible minorities) as well as the 2SLGBTQ+ communities and individuals with intersectional identities.

Persons with disabilities, who anticipate needing accommodation for any part of the application and hiring process, may contact UNBC Health & Wellbeing at employee wellbeing@unbc.ca. Any personal



information provided will be maintained in confidence.

Internal applicants from CUPE Local 3799 will be given priority consideration.

Please forward your resume and proof of education (e.g. copy of transcripts or copy of degree/diploma) and include the competition number #25-072CU in the subject line to:

Human Resources, University of Northern British Columbia,
3333 University Way, Prince George, BC, V2N 4Z9

Email submissions: HRecruit@unbc.ca
Inquiries: (250) 960-5521

All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority. We thank all applicants for their interest in UNBC however, only those applicants selected for further consideration will be contacted.

Applications will be accepted until 4:30PM on August 29, 2025.

