



WINNIPEG HOUSING REHABILITATION CORPORATION

A Non-Profit Charitable Corporation

August 12, 2019

Job Title Facility Security, Life and Safety Coordinator
Department Building Services
Rate of Pay \$45,000.00 - \$50,000.00 Annual
plus benefits

Job Type Full Time
Employee Group Out of Scope - New Position
Posting Type Internal and External
Posting Date 08/09/2019
Application Deadline 08/19/2019

Position Summary

Reporting to the Director of Building Services, the Facility Security, Life and Safety Coordinator is responsible to oversee Security, Fire & Safety operations and Workplace Health & Safety for the WHRC portfolio.

Key Duties and Responsibilities:

- Oversee Workplace Health & Safety Program
- Oversee the day to day Security Operations of the Portfolio
- Coordinate Fire /life Safety inspections for buildings
- Assist property managers in tenant security concerns to ensure concerns are dealt with in a timely, effective and diplomatic manner.
- Work with property managers and senior leadership to develop or revise security policies and procedures to mitigate risk.
- Regularly meet with tenants to discuss security-related concerns and assist where possible with their internal security programs.
- Liaise with tenant representatives and Fire Prevention Officers for Fire Warden training, security audits and tenant security & life safety meetings.
- Direct investigations and reporting in response to incidents and criminal activity vandalism
- Control and maintain the master key inventory for all buildings
- Accountable for all work orders received pertaining to security, fire protection, CCTV, emergency lighting, access control, and buildings locks and keys

Education and Experience

- Diploma in Security and risk management, justice studies or equivalent experience
- 4 years related experience
- Prior experience in fire protection industry is an asset
- Knowledge of fire alarm systems, sprinkler and fire suppression systems, and emergency generators
- Knowledge of Workplace Health & Safety Program Requirements
- Experience working with low voltage control systems
- Proficiency in Microsoft Office Suite (i.e. Word, Excel, Access)



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- Knowledge of CAN/ULC fire codes and standards
- Demonstrates good judgment and makes sound decisions
- Shows commitment to personal growth, development, and leadership opportunities
- Shares new ideas and challenges the status quo
- Proven written and verbal communication skills with the ability to communicate with honesty, openness, respect, and trust
- Takes initiative to participate in a culture of learning, mentoring, and sharing
- Contributes to building and being a part of a positive culture
- Physically able to meet the demands of the job

Supportive of the organizations Mission, Vision & Values

We thank all candidates for their interest, however, only those under consideration will be contacted.

Please send a cover letter and your resume to:

Info@whrc.ca

Sincerely

WINNIPEG HOUSING REHABILITATION CORPORATION

James Heinrichs
Executive Director