

JOB OPPORTUNITY 2018 - 66

Title: Director, Life Safety & Security
Location: One Queen Street, East/20 Richmond Street, E. Toronto ON
Reporting To: General Manager

This position requires a professional with advanced knowledge of security and life safety systems in a high profile multi-structure office and retail environment. The successful candidate for this role will have proven expertise with access control and alarm technologies in a management role.

Tasks & Responsibilities:

- Development and implementation of a Life Safety and Security plan for a 503,400 sq.ft. office and retail complex in Toronto aimed at loss prevention programs to protect both the assets of the owners and the Project's commercial and retail tenants;
- Development and ongoing communication with commercial tenancies as it relates to security;
- Oversight (through in-house security supervisory staff) of 3rd Party Security Protection Service Provider with emphasis on development of a comprehensive training program as it relates to building security systems and life safety procedures;
- Maintain ongoing communication with Property Management Staff to ensure that information is shared on a timely and effective basis;
- Maintain ongoing communication with Security Representative for Property Owner;
- Maintain ongoing communication with Security Representatives for the Toronto Transit Communication in regards to the Queen Street, East subway station which exits directly into the building;
- Ensure that proper procedures are observed relative to reporting of liability claims and completion of occurrence reports;
- Develop and maintain communications with office and retail tenants, local law enforcement agencies regarding crime prevention, local fire prevention personnel and to liaise with Security peers in the core area;
- Liaise with and participate in Security Programs and information sharing related to the "Path" underground system in Toronto;
- Develop and foster inter-departmental co-operation, within the project, to ensure shared communication for safety of all concerned;
- Assist in the preparation of annual Life Safety and Security Budgets and reconciliation of same;
- Organization and implementation of seminars for office tenants regarding safety and security issues, along with Fire Warden Training and the planning and implementation of an annual fire evacuation drill;

- Develop and annual review of comprehensive Threat Assessments, Crisis Response Plans and Life Safety Plans for the property;
- Develop, implement and maintain Emergency, Fire and Life Safety Plans;
- Development and implementation of emergency procedures, disaster recovery plans, building access control, security systems, reports and recommendations.

Skills & Experience Required:

The successful candidate will possess:

- A minimum of five (5) years' security experience in a senior management role (preferably in an office building environment);
- Proven management and supervision skills (previous experience with third party services a definite asset);
- Fully competent in all aspects of health & safety legislation;
- Must be public relations and customer service focused;
- Must be highly organized and able to manage multiple direct reports and prioritize multiple projects;
- Excellent inter-personal skills; Strong coaching, mentoring and training skills;
- Be self-motivated, self-confident, diplomatic, innovative and able to accept challenges;
- Superior written and oral communication skills;
- Post secondary degree in law enforcement;
- Able to work in a 'Team' environment;
- Computer literate.
- Possess a valid Ontario security license or eligible to obtain such licensing.
- Must be eligible to obtain Federal Security Clearance.
- Must provide clear criminal clearance certificate.

If you, or anyone that you know of, are interested in applying for this position, please forward your resume by November 2nd, 2018, to:

Stephen R. Adams, General Manager
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