



JOB DESCRIPTION

CONTRACTUAL POSITION

JOB TITLE: SECURITY PATROL OFFICER

JOB SUMMARY:

The incumbent will be required to patrol, monitor and report on all sites under the jurisdiction of the Land Settlement Agency

REPORTS TO: Manager, Containment Unit

SUPERVISION GIVEN TO: N/A

DUTIES AND RESPONSIBILITIES:

- Records and reports any illegal construction activity on squatter sites
- Facilitates all activities with respect to containment of squatting
- Investigates and reports on matters related to squatting activities
- Prepares concise reports in writing
- Performs any other related duties

KNOWLEDGE, SKILLS AND ABILITIES:

KNOWLEDGE:

- Global Positioning System (GPS) operations
- Geographical layout of Trinidad
- Security, Health and Safety policies and operations
- Security Systems and controls
- Road Traffic Laws & Regulations

SKILLS AND ABILITIES:

- Monitoring, Investigation, Communication and Report Writing skills
- Cadastral reading
- Defensive Driving
- Photography
- Security Administration
- Defensive driving skills
- Fleet Management
- Conflict resolution
- Proficiency in Microsoft Office

MINIMUM EXPERIENCE AND TRAINING:

- Five (5) CXC/ CSEC or GCE O' Level subjects (English Language and Mathematics included)
- Certificate in Security Management from an accredited institution would be an asset
- Valid Driver's Permit (Manual Transmission)
- Minimum of five (5) years' driving experience
- Minimum of five (5) years' experience in security and community related activities would be an asset
- Willingness to subject themselves to drug and lie detector testing when required
- Possession of a Police Certificate of good character

