



JOB DESCRIPTION

CONTRACTUAL POSITION

JOB TITLE: SECURITY PATROL OFFICER

JOB SUMMARY:

The Land Settlement Agency is responsible for the prevention and containment of squatting on state land within Trinidad. The Security Patrol Officer will be required to patrol, monitor and report on all squatter sites under the jurisdiction of the Land Settlement Agency.

REPORTS TO:

Manager, Containment Unit, Security Officer Supervisor

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:

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

SKILLS AND ABILITIES:

- Monitoring, Investigation, Communication and Report Writing skills
- Ability to read Cadastral Sheets
- Photography
- Proficiency in Security Administration
- Proficiency in Fleet Management
- Conflict resolution skills
- 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)
- Defensive Driving Certificate will be considered an asset
- Minimum of five (5) years' driving experience
- Minimum of five (5) years' experience in security and community related activities would be an asset
- Possession of a Police Certificate of good character
- The successful candidate will be subject to random lie detector and/or drug tests

