



External Posting

RCMP DETACHMENT SERVICES ASSISTANT - BUILDING MAINTENANCE COMOX VALLEY RCMP DETACHMENT

The Town of Comox invites applications for the permanent RCMP Detachment Services Assistant - Building Maintenance position at the Comox Valley RCMP Detachment. This full-time (35 hours per week) union position offers the current rate of pay of \$35.60 per hour plus benefits and is subject to the terms and conditions in the Collective Agreement between the Town of Comox and CUPE Local 556.

Reporting directly to the RCMP Detachment Services Supervisor/Manager, the Detachment Services Assistant – Building Maintenance is responsible for providing complex and confidential administrative and clerical support involving the review and processing of documents and services to the RCMP detachment and members of the public. This position also assists with maintaining the security, workplace health and safety and real property management of the detachment in both the Comox Valley Office and the Hornby Island Satellite Office.

Typical Duties & Responsibilities include:

- Acting as the detachment's Unit Security Coordinator:
 - Maintaining physical security of buildings, managing access via access cards and key controls;
 - Reporting and investigating Security Events (security incidents, breaches, violations and/or threats);
- Acting as Employee Co-chair for the Detachment Workplace Health and Safety Committee:
 - Planning meetings, including preparing an agenda and taking minutes;
 - Coordinating regular site inspections and testing
- Assisting with the coordination of informatics, property management and asset projects for the detachment under the direction of the Detachment Services Manager/Supervisor; and,
- Other Detachment Services clerk duties as required.

Required Knowledge & Skills:

- Completion of Grade 12, plus five years of administrative office experience, with a minimum of two years' experience providing administrative support in a policing, legal or emergency services environment preferred;
- Knowledge of Occupational Health and Safety regulations;
- Ability to work both independently and in a team environment with minimum supervision;
- Ability to exercise independent and sound judgment, discretion and confidentiality, interpret and apply policies, regulations and statutes, in compliance with the Privacy Act and Freedom of Information Act;
- Strong interpersonal, communication, organizational and problem-solving skills;
- Analytical and problem-solving skills are required to prioritize work load to meet established deadlines;
- Accurate minimum typing speed of 60 wpm; and,
- Maintaining an RCMP Enhanced Reliability Security clearance.

****Preference will be given to candidates who currently possess RCMP security clearance.** Shortlisted candidates may be required to complete tests or exercises to demonstrate their applicable skills and knowledge.

A complete job description is available upon request.

Qualified applicants are invited to submit a resume and cover letter clearly outlining how they meet the requirements for this position through jobs@comox.ca no later than **3:00 pm Friday, May 23, 2025**.

Competition: 25-16-E

Dated: May 15, 2025