



Position: Security Guard
Location: Matheson, Ontario (Black Fox Mine or Mill)
Job Category: Part Time – Permanent

The Security Guard, reporting directly to the Security Supervisor, is responsible for operating the mine security gate house and monitoring all activity coming on or leaving the mine site.

Primary Responsibilities Include:

- Record all employees, contractors and visitors arriving or exiting the mine/ mill site
- Conduct personal and/or vehicle searches as directed
- Conduct security rounds of the site infrastructure and surrounding property
- Tag and record mine haulage truck information
- Remain on-call and accessible at all times in case of an emergency
- Prepare reports and documentation for incidents on site
- Provide assistance, support and protection to managers as needed for employee issues
- Administer first aid treatment to ill and injured employees as required

Qualifications and Skills Requirement:

- Valid Security License
- Current Advanced Medical First Responders Certification
- Must hold a valid Ontario Driver's License
- Previous work experience in a mining environment is an asset
- 1-2 years previous security work experience an asset
- Proficient with computer software and Microsoft office
- Excellent verbal and written communication, organizational and presentation skills
- The capability to work positively with a team of professional and technical people in a changing, creative and energetic environment

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to perform successfully the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to:

Type, sit at desk, climb stairs, work in hot and cold outdoor environment.



Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently works with a computer and may sit for extended periods of time. The employee is also expected to walk short distances and climb stairs. The work environment may be loud, damp and hot and/or cold.

Statement of Job Description:

This job description reflects management's assignment of essential functions and position responsibilities. Nothing in this job description restricts management's rights to assign or reassign duties and responsibilities to this job at any time.