

Job Description

JOB TITLE: Estate Constable

JOB PURPOSE:

The incumbent is required to provide security and safety supervision towards the operations of the Security Department to ensure the adherence to the policies, procedures and processes of the Trinidad and Tobago Housing Development Corporation regarding the safety and security of personnel, premises and other assets of the Corporation and its Subsidiary Companies.

WORKING RELATIONSHIPS

- Reports to the Manager, Security.
- Works closely with personnel of the Security Department, Internal and External stakeholders.

MAJOR DUTIES & RESPONSIBILITIES:

- Guards relevant premises of the HDC by manning entry and exit guard points in accordance with standard instructions.
- Conducts patrols on foot or by vehicle to prevent unauthorised or illegal entry of persons at assigned areas of the Corporation's properties.
- Performs general security duties and assists in maintaining law and order at an institution or in an assigned area.
- Assists in the activities of eviction and arrears notices by the Corporation's requirements.

- Investigates and reports on thefts, malicious damage and other irregularities.
- Conducts searches and checks on vehicles and luggage and makes personal searches for unauthorised removal of items/stolen property from assigned warehouses.
- Assists in monitoring sites and conducts inspections on Internal and External stakeholders to ensure that contracted security is in compliance with approved security specifications, health, safety and environment requirements, the Corporation's policies and established police/security practices.
- Records the issuance and return of keys, which are kept at guard points by standard instructions.
- Prepares and submits reports on safety and security matters by the Corporation's requirements.
- Performs any other related duties and responsibilities consistent with the job title/position.

QUALIFICATIONS AND EXPERIENCE:

- Diploma in Security Supervision/Administration; or equivalent qualification in a related discipline;
- Two (2) years in a similar position; or
- Possession of a precept as an Estate Constable issued by the Commissioner of Police;
- Valid Drivers' Permit;
- Equivalent combination of training and experience.



KNOWLEDGE AND SKILLS:

- Excellent knowledge of the Trinidad and Tobago road network and locations of all of the organisation's housing areas, Government Ministries, Departments and other agencies.
- Excellent knowledge of the applicable laws relating to Estate Policeman.
- Excellent knowledge of the laws relating to arrest and commission of offences.
- Extensive knowledge of health, safety and environment legislations, procedures and practices relevant to the operations of the Corporation.
- Ability to work under varying climatic conditions.
- Ability to deal firmly but tactfully with the public and to establish and maintain effective working relationships with other employees.
- Ability to work on a shift rotation system.
- Good physical condition to withstand attacks by aggressive individuals.
- Skill in the use of a firearm.
- Excellent investigative skills.
- Excellent communication skills (oral, written and interpersonal).
- Proficient in MS Office (Outlook, Word, Excel, PowerPoint and Project).

PHYSICAL REQUIREMENTS:

- Required to work in outdoor weather conditions when required.
- Required to travel around to several different sites.
- Required to work on a twelve (12) hour shift rotation.

