

The City of Pickering is committed to creating an equitable, diverse and inclusive workplace and strives to foster a sense of belonging, empowerment and respect among all employees and community members. We recognize and value that diverse perspectives, skills, backgrounds, and lived experiences contribute to the growth and strength of our organization and community. As such, we welcome and encourage applications from Indigenous Peoples and equity-deserving communities including women, persons with disabilities, racialized persons, persons who identify as 2SLGBTQI+, and other diverse communities.

Supervisor, Safety & Security

Department:	Corporate Services
Classification:	1 Full-time, Permanent
Affiliation:	Non-Union
Vacancy Reason:	Vacant Existing Position
Shift/Hours:	Monday to Friday, Inclusive, 35 hours per week (occasional evenings and weekends as required)
Salary Range:	\$114,132.20 to \$126,526.40 annually
Work Location:	Chestnut Hill Developments Recreation Complex (1867 Valley Farm Rd, Pickering, ON)
Date Posted:	Monday, February 9, 2026
Deadline to Apply:	Monday, February 23, 2026

Job Summary

The incumbent is responsible for the management and administration of the safety and security operations functions for the City, including developing, implementing, and monitoring the Corporate Security Program in partnership with City Departments for the protection of City employees and its customers, and physical assets.

The incumbent is responsible for leading the implementation of the Community Safety and Well-being Plan. This is accomplished by using a mix of proactive and reactive security measures, supported by current and relevant documentation.

Primary Responsibilities

- Develops and implements the corporate security philosophy, policy/procedures and strategy to effectively deliver a centralized solution for the security of City employees, members of the public and all city assets utilizing our facilities and services, and our physical assets.
- Directs, coordinates and monitors day-to-day functions and services of staff (both city employees and contracted services). This includes assigning, reviewing and evaluating work performance; hiring, training, providing guidance and interpretation of City specific policies and procedures; addressing complaints/disputes; and resolving problems.
- Develops, implements, monitors and evaluates a Citywide Security Program with interdepartmental engagement in order to deliver risk prevention, detection and response programs that ensures that all City staff, customers, and assets are protected and that City services and facilities remain safe and reliable.
- Develops, implements and monitors a dedicated security activity and security incident management system and ensures that all security incidents are properly documented, investigated, traced and closed (including post-event analysis and review).
- Conducts and manages applicable security investigations and acts as a liaison with law enforcement personnel.
- Oversees the implementation of the Community Safety & Well-Being Plan, with the support of applicable City Departments.
- Chairs Security Steering Committee meetings and oversees the Community Safety and Well-being Advisory Committee and Internal Community Safety and Well-Being Committee and performs a consultative reporting role to City staff.
- Develops a security risk assessment process to consider threats and vulnerabilities of all City facilities and proposes/develops/implements prohibitive measures as may be applicable.
- Ensures the Citywide Security Program and safety and well-being initiatives are delivered in accordance with appropriate legislation and regulations.
- Manages the annual operating budget related to the safety and security function and implements controls to track and monitor expenditures.

- Develops and implements an integrated solution for the application of security technical equipment (such as access control, alarms and CCTV) across all city buildings in order to reduce duplication and ensure cost effectiveness.
- Sources and acts as the primary point of contact between the City and a Technical Security Systems (TSS) specialist. Ensures that all City of Pickering TSS systems (CCTV, access control, locks, keys, etc.) are audited and escalates repairs if necessary.

Additional secondary responsibilities may apply and will be outlined in the Job Description, which will be provided to candidates selected for an interview.

Education and Experience

- University degree in Criminology, Business Administration, Criminal Justice or Emergency Management.
- Successful completion of at least one industry-specific certified professional designation, such as Certified Protection Professional, Certified Fraud Examiner and/or Physical Security Professional is preferred.
- Current member of The American Society for Industrial Security (ASIS) in good standing preferred.
- Five years extensive security experience implementing and managing corporate security services in accordance with policies and processes.

Knowledge, Skills and Abilities

- Demonstrable working knowledge of the Criminal Code of Canada, *Trespass to Property Act* and *Public Works Protection Act*, environmental and occupational, safety, health and risk management policies and procedures.
- Knowledge in the areas of security practices, methods and enforcement strategies as well as community safety and well-being.
- Above average communication skills and a strong customer service orientation to deal effectively with the public, staff, community group representatives, and public officials.
- Strong leadership, planning, organizational and public relations skills to establish and maintain effective business relationships with all levels of staff.
- Ability to work independently and as a member of the team environment displaying strategic planning, critical thinking, project management, team leadership and cooperation.
- Ability to work with multiple priorities in an active environment.
- Ability to read blueprints and details for building construction and/or renovation and ability to communicate using technical terminology for areas of responsibility.
- Demonstrated ability to exercise effective budget control.
- Must be able to obtain Basic Emergency Management certification and serve as primary or alternate representative on the Emergency Control Group from the Emergency Operations Centre.
- Proficiency in the use of personal computers and Windows based computer applications.
- General understanding of the application of physical security systems such as access controls, alarms and CCTV.
- Must be willing and able to work irregular hours, on weekends, and on holidays as required and respond to after work emergencies.
- Must be prepared to undergo Credit and Criminal Reference Checks as a condition of employment.
- Must hold current Standard First Aid, Basic Rescuer CPR-C and Auto External Defibrillator (AED) certifications.
- Must possess a valid Class “G” Ontario Driver’s Licence and provide ongoing consent to conduct a Driver’s Abstract through the Ministry of Transportation. A clean driving record is preferred.

Compensation also includes a comprehensive benefits package, and an OMERS pension plan.

Qualified candidates may complete an [online application form](#) where you will be required to upload your resume and cover letter (PDFs only). We thank all applicants for their interest, however, only those selected for an interview will be contacted. In accordance with the *Municipal Freedom of Information and Protection of Privacy Act*, personal information is collected under the authority of the *Municipal Act* and is used for the purpose of candidate selection.

The City of Pickering is committed to inclusive and barrier-free employment practices, and to creating a workplace that reflects and supports the diversity of the community we serve. Accommodations are available throughout the recruitment process in accordance with the *Accessibility for Ontarians with Disabilities Act*. Accessible formats and supports can be requested. For assistance, please contact the Human Resources Department at 905.420.4627 or hr@pickering.ca.

Pickering: A complete, world-class city... inclusive, connected, caring and prosperous.

