



JOB POSTING – EXTERNAL

File No: 530-7/530-8/530-9/530-10/2025

Position:	Guard (4 positions)	Date of Posting:	2025-11-18
Department:	RCMP	Closing Date:	Until Filled
Job Type:	Casual	Employment Type:	CUPE 105
Salary:	\$34.50	Start Date:	TBD
Shifts:	12-hour shifts – 2 days/2 nights then 4 days off - Dayshift 06:00 hrs to 18:00 hrs and Nightshift 18:00 hrs to 06:00 hrs.		

The City of Prince Rupert respectfully acknowledges that we live and work on the traditional and unceded territories of the Ts'msyen and Sm'algyax-speaking peoples. We offer gratitude to the people who have lived on these lands since time immemorial.

As an equitable and inclusive employer, we value diversity of people to best represent the community we serve and provide excellent services to our citizens. We strive to attract and retain enthusiastic and talented individuals of all backgrounds, demographics, and life experiences. If you require any adjustments to enable participation at any stage of the recruitment process, please contact Antonio Vera, Senior Human Resources Manager at (250)627-2898 or via email at HR@princerupert.ca.

The City of Prince Rupert provides services to over 12,000 residents and hundreds of businesses and industries. Nestled against the stunning backdrop of the Pacific Northwest, Prince Rupert, BC, offers a unique blend of natural beauty, rich cultural heritage, and a welcoming community spirit. As you embark on your professional journey in this coastal gem, you will find a workplace environment that mirrors the city's picturesque landscapes – dynamic, invigorating, and full of potential.

Let your skills and talent grow alongside us as we reshape our city's future!

The City of Prince Rupert invites applications from candidates with the proven skills, qualifications, and abilities for the casual guard position. Reporting to the Office Manager, the successful candidate will be required to work 12-hour shifts, including weekends and statutory holidays, on a as needed basis, responsible for the care and wellbeing of prisoners at the RCMP detachment. This includes monitoring prisoners, accurately maintaining and documenting records, performing janitorial functions within the cellblock area, preparing, and providing meals, maintaining cellblock security, and reporting any deficiencies or damage to cells. Exercising independent action, judgement, and maintaining confidentiality is a mandatory requirement of this position.

Employment will be contingent upon obtaining and maintaining an RCMP Enhanced Reliability security clearance.

The City of Prince Rupert's core values are excellent service, continual professional development, working efficiently, and being a great place to work.



DUTIES & RESPONSIBILITIES:

- Responsible for the overall supervision of prisoners while in custody as directed by RCMP National policies and procedures.
 - Monitors prisoners to ensure their safety and wellbeing.
 - Completes frequent and irregular prisoner checks.
 - Assists police with the searching of prisoners when necessary.
 - Prepares and serves prisoner meals.
 - Monitors prisoner/cell block supplies.
 - Maintains a prisoner logbook and record all activity.
 - Maintain the overall cleanliness of the guard room and cell block.
 - Records and reports on any damage to cells.
 - Assists police with prisoner book-in and release procedures.
 - Conduct searches of and maintain cell block security.
 - Ensure all removed prisoner personal effects are properly secured.
 - Administers prescription medication.
 - Monitor fire safety and be fully conversant with the Detachment Fire Safety Plan.
 - Reports any security or policy breaches to the Operations NCO and Office Manager.
 - Performs other duties as assigned by the Operations NCO and/or Office Manager.
 - Participate in mandatory training and guard recertification.
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EDUCATION & QUALIFICATIONS:

To be considered for the position you must meet the following education and qualification requirements as outlined below:

REQUIRED EDUCATION & EXPERIENCE:

- Completion of Grade 12 or GED (General Education Development).
- Be a Canadian Citizen or have Permanent Residence status in Canada.
- Obtain and maintain an RCMP Enhanced Security Clearance.

REQUIRED CERTIFICATIONS & LICENSING:

- Standard First Aid, CPR-C & AED
- WHMIS

REQUIRED KNOWLEDGE, SKILLS & ABILITY:

- Working knowledge of Microsoft Office Suite.
- Ability to learn and operate various computer information management systems.
- Excellent verbal and written communication skills.
- Possess elevated levels of organizational and critical thinking skills and attention to detail.



- Ability to multi-task in demanding situations.
 - Independence of judgement and able to work on assigned tasks with minimal supervision.
 - Maintain current knowledge of department and RCMP practices and procedures.
 - Ability to interpret, apply and follow complex legislation and policy, including oral and written instructions.
 - Ability and willingness to contribute to supporting a respectful, safe, and supportive work environment that embraces diversity, dignity, and fairness.
 - Ability to manage exposure to graphic and explicit subject matter.
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WORKING CONDITIONS

OFFICE ENVIRONMENT

- Work is performed exclusively in a climate-controlled setting within a police detachment.
- The environment is structured and subject to strict protocols including controlled access.
- Regular use of standard office equipment such as computers, photocopiers, and telephones.

INFORMATION SENSITIVITY & CONFIDENTIALITY

- Constant exposure to extremely sensitive and confidential information.
- A high degree of discretion, integrity, and adherence to privacy legislation and departmental policies is mandatory.

PHYSICAL DEMANDS

- The role is primarily sedentary.
- May involve occasional light physical effort, such as lifting boxes (up to 20 lbs).
- Sustained visual attention is needed for reading documents, data entry, monitoring computer screens.

MENTAL & PSYCHOLOGICAL DEMANDS

- Requires an elevated level of accuracy, precision, and meticulous attention to detail.
- Ability to manage multiple tasks or requests simultaneously.
- Must be able to work effectively under pressure and maintain composure.
- Ability to work both independently with minimal supervision and collaboratively as part of a team.

SECURITY

- A condition of employment is the successful issuance and maintenance of an RCMP Enhanced Reliability Security Clearance.
- Strict adherence to all security protocols and procedures is essential.



OTHER IMPORTANT INFORMATION:

- If you are not a local applicant, you must be prepared to relocate to Prince Rupert, BC before starting work.
- This is a casual position, and applicants must be able to demonstrate they meet the City of Prince Rupert's eligibility requirements as outlined on our website:
<https://www.princerupert.ca/city-hall/careers-volunteering/job-postings> *Eligibility*.

APPLICATION SUBMISSION REQUIREMENTS

Please submit your resumé and cover letter (.pdf format only) to:

Leann Wheeler, Office Manager – RCMP Detachment

Email: leann.wheeler@rcmp-grc.gc.ca

Subject – Casual Guard Position

Mail: 145 Market Place, Prince Rupert, B.C. V8J 1B7

We thank all applicants for their interest in this position, however only those applicants selected for an interview will be contacted.