



Ressources humaines | Human Resources

50, avenue Westminster sud, Montréal-Ouest (Québec) H4X 1Y7
50 Westminster Avenue South, Montreal West, Quebec H4X 1Y7

☎ (514) 481-8125
☎ (514) 481-4554
✉ rh@montreal-ouest.ca
✉ hr@montreal-west.ca

Public Security Officer

Auxiliary White-Collar Employee – Group 6 – Part-Time (20 hrs/week)

Public Safety department

JOB POSTING

SUMMARY OF THE POSITION :

Under the authority of the Public Security Lieutenant, the selected candidate will perform the daily operations related to the duties of a Public Security Officer, including but not limited to : enforcing municipal by-laws, issuing tickets, patrolling, handling complaints, traffic control, mail delivery and other related tasks, appearing in court as a witness, etc.

These responsibilities are carried out in accordance with the White-Collar Collective Agreement, with a degree of autonomy allowing for the exercise of judgment and initiative.

Work Location: 250 Bedbrook Street, Montreal West, and throughout the town territory using a vehicle.

DETAILED JOB DESCRIPTION :

The primary responsibilities of the public Security Officer include, but are not limited to:

- 1) Enforce municipal by-laws, particularly those related to parking, public nuisance, garbage collection, and animal control;
- 2) Inform offenders and/or issue violation notices for breaches of municipal by-laws;
- 3) Move or arrange for the removal of vehicles that violate regulations or obstruct traffic (e.g., snow removal operations);
- 4) Patrol and inspect municipal buildings and parks;
- 5) Patrol roadways and pedestrian pathways to identify violations of municipal by-laws and take appropriate action when required;
- 6) Perform traffic control duties as needed;
- 7) Respond to residents' concerns, complaints, and requests;
- 8) Operate Watergate-type equipment or similar devices during water main breaks;
- 9) Collect relevant evidence and prepare offence files;
- 10) Deliver and collect mail and run errands as requested by a supervisor;

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- 11) Follow directives regarding vacant house inspections, parking permits, and alarm responses;
 - 12) Enforce procedures and directives established by the supervisor;
 - 13) Prepare daily reports and any other reports requested by the supervisor;
 - 14) Testify in courts or tribunals, when required;
 - 15) Perform any other related duties.

REQUIRED QUALIFICATIONS AND SKILLS :

Candidates must possess a high school diploma. They must also have a minimum of one (1) year of relevant experience in a related field. Any equivalent combination of education and experience deemed relevant will be considered.

The public security officer must also:

- Be proficient in both French and English, spoken and written;
- Have experience in the security field;
- Hold a valid Class 4A driver's licence;
- Have no criminal record;
- Demonstrate a strong ability to manage stress;
- Be available to work night shifts, including weekends and statutory holidays (24/7 operations);
- Demonstrate strong communication, diplomatic skills and excellent judgment;
- Be able to work accurately and meticulously;
- Be customer-service oriented and able to demonstrate tact and courtesy.

SALARY AND BENEFITS :

Auxiliary White-Collar Employee – Group 6, 20 hrs/week: As of January 1, 2026, the negotiated starting salary is \$27.4506 per hour. The schedule is flexible (primarily night shifts on weekends, but may occasionally include daytime, evening, and statutory holiday shifts).

*Please note that only selected candidates will be contacted. **References will be required.***

To apply, candidates must submit their résumé and a cover letter by email to rh@montreal-ouest.ca no later than August 4, 2026.*

This position requires the ability to provide services to both French-speaking and English-speaking clients.

**The cover letter must be written using the following language ratio: 50% French and 50% English.*

In the event of any discrepancy between the English and French versions of this job posting, the French version shall prevail.