

Welcome to Northumberland County, where you can build a thriving career while making a lasting impact in our communities. We're a forward-thinking organization, setting the standard for county government by providing leadership and support to our municipalities and residents.

We're committed to your growth, offering educational and career development opportunities to help you reach your full potential. Our dedication to diversity, equity, and inclusion reflects the rich communities we serve, driving innovation and excellence in our workforce.

Join Northumberland County and be part of a team that values your growth, supports your well-being, and empowers you to make a difference.

Currently, we are looking to fill the following existing vacancy:

## Security Infrastructure Specialist

Two (2) Permanent, full-time positions

Salary: \$78,624.00 - \$98,259.00 based on a 40-hour work week.

Work location: 600 William Street, Cobourg, Ontario.

Reporting to the Security Infrastructure Supervisor, the Security Infrastructure Specialist provides cost effective security systems maintenance including locksmith services, to provide informed recommendations and direction on future security improvements and mitigate risk by responding to potential or existing security concerns quickly.

The Security Infrastructure Specialist is responsible for overseeing wire installations by telecom contractors for larger CCTV / card access projects and coordinating with electrical contractors where power is necessary for security equipment to operate.

### Major Responsibilities:

- Provide locksmith specific maintenance services and new installations;
- Create new key matrixes and maintain existing key systems, duplicate keys and cut new keys from code;
- Create replacement keys for desks, drawers, other miscellaneous locks where keys have been lost;
- Maintain various door hardware items including panic bars, door closers, mortise and cylindrical locksets;
- Rekey/re-pin new and existing lock cylinders;
- Install new door hardware in both residential and commercial environments;
- Install and maintain various automatic door openers / accessible washroom hardware;
- Provide security integration specific services and new installations;
- Maintain keyless entry systems such as proximity reader, keypads, wireless button/receiver combinations etc;
- Troubleshoot and diagnose issues with the previously mentioned keyless systems including power supplies, faulty readers and keypads, etc;
- Install new security equipment integrated into existing security infrastructure such as adding card readers to new additional sites or adding hardware to existing sites;
- Install, maintain, and repair various CCTV systems including I.P., TVI and Analog systems;
- Run/drop cables for various projects such as CCTV, access control, etc.

### Qualifications & skills:

- 3 years experience in a locksmith/security integrator role
- Certification from a locksmith training academy (e.g. TAOL) would be an asset.
- Experience installing door hardware including electric strikes, door closers, automatic openers etc. Experience with basic electrical circuits would be an asset.
- A thorough understanding of mechanical lock mechanisms including mortise, cylindrical, adams rite narrow style, and LFIC lock systems etc)
- An in-depth working knowledge of basic electrical circuits used in access control such as normally open/closed circuits, timed relays, power supply limitations, etc)
- A comprehensive understanding of various CCTV elements such as I.P. camera programming including bitrates, compression types etc. Different CCTV protocols such as IP, analog, TVI etc.
- An understanding of access control functionality including access levels, schedules, panel addressing, panel/electric strike power requirements, etc.
- A basic understanding of device networking to collaborate with I.T.
- Access control applications include RBH AxiomXa, Rosslare, and KABA Ilco, Camera applications include HikVision, Dahua, Inaxsys, Axis, and Pelco.

## What Makes a Career at Northumberland County Different?

Unlock your potential: At Northumberland County, your growth matters. We offer professional development and provide opportunities that empower you to excel and advance in your career.

Join a passionate team: Be part of a diverse, inclusive team where collaboration thrives, and every voice is valued. Together, we achieve greatness.

The Best of Both Worlds: Enjoy the beauty of natural living alongside a vibrant, dynamic work environment, offering the perfect blend of career success and work-life balance.

## What We Offer:

- Comprehensive Health Plans: We care about your well-being, offering occupational and mental health supports, an Employee and Family Assistance Program (EFAP), and benefits plans for eligible staff.
- Competitive Compensation: We regularly review pay equity and compensation to ensure competitive salaries, supporting a livable life.
- Livable Communities: Enjoy access to beaches, trails, restaurants, and cultural events. Northumberland County offers a unique combination of natural beauty and vibrant community life.
- Learning and Development: Professional development is at the heart of our success, providing opportunities for growth and excellence.
- Retirement Savings: We offer the exceptional Ontario Municipal Employee's Retirement System (OMERS), a defined benefit pension plan to help you plan for a stress-free retirement.
- Employee and Family Assistance Plan: Our wellness program includes health support and assistance to ensure your well-being.
- Work-Life Balance: We offer flexible work options such as compressed working weeks, and potential hybrid work arrangements for eligible positions to encourage the right balance between work, life and play.

At Northumberland County, you'll find endless opportunities for growth, a supportive team, and a perfect balance between rewarding work and natural living —join us and make a difference in a place where your career and well-being truly matter.

## How to Apply:

An acceptable driver's abstract must be submitted with your application. **Applications submitted without an acceptable driver's abstract will not be reviewed.**

The successful candidate will be required to submit a satisfactory criminal background check prior to the commencement of employment.

We thank all applicants for their interest, however, only those selected for an interview will be notified.

When emailing your application, please indicate what source you found this posting in and **please ensure your cover letter, résumé, and any other supporting documents are submitted in one file (preferably MS Word (.docx) or Adobe (pdf)).**

We invite you to submit your application **by 4:30pm on Monday, June 30, 2025**, to:

Human Resources  
County of Northumberland  
555 Courthouse Road  
Cobourg, ON K9A 5J6  
**Email:** [hr@northumberland.ca](mailto:hr@northumberland.ca)  
Fax: 905-372-3046

Please note that accommodations are available, upon request, to support applicants with disabilities throughout the recruitment process. Please e-mail your request to [accessibility@northumberland.ca](mailto:accessibility@northumberland.ca) or call 905-372-3329 ext. 2327. Alternative formats of this job posting are available upon request.

Personal information collected through the recruitment process will be used solely for the purpose of candidate selection, in accordance with the Municipal Freedom of Information and Protection of Privacy Act.