



## HAMILTON POLICE SERVICE

### Career Opportunity: AUTOMOTIVE SERVICE TECHNICIAN – Full-Time

<b>Posting #</b>	#2025-067	<b>JJR#</b>	12
<b>Job Title</b>	Automotive Service Technician	<b>Civilian/Sworn</b>	Civilian
<b>Status</b>	Full Time	<b>Department/Unit</b>	Fleet Services
<b>Salary Grade</b>	Schedule 11E	<b>Hiring Rate</b>	TBD
<b>Salary Range</b>	\$95,172 to \$111,964 per annum (as of January 1, 2024)		
<b>Posting Date</b>	October 10, 2025	<b>Closing Date</b>	October 24, 2025
<b>Primary Job Location</b>	155 King William Street, Hamilton, ON		
<b>Hours of Work</b>	Monday to Friday, from 7:00 a.m. to 3:00 p.m., but must be flexible in adapting to revised schedules, as required, to cope with exigencies and unforeseen maintenance requirements of the Service. Subject to emergency call-ins.		

## SUMMARY

### About HPS

HPS patrols 1,113 square kilometers, serving over 620,063 residents. The Service is divided into two main areas: Operations, which provides visible policing and investigations in various specialized units, and Support, which offers services in areas such as professional development, emergency response, crime prevention, fleet and facilities, IT, Records and HR. HPS is committed to the highest standards of integrity and professionalism in all its divisions.

Our vision to be a trusted partner in delivering public safety is what motivates our members each and every day. Hamilton Police Service is an innovative police service dedicated to working in partnership with our communities to make Hamilton a safe and healthy community in which to live and work. Established in 1833, Hamilton is one of the oldest policing services in the world.

### Position Summary:

Under the direction of the Fleet Supervisor, the Automotive Technician will conduct automotive maintenance and repairs on all HPS automotive equipment, including vehicles of various makes and

models, small engines, trucks, motorcycles, marine equipment, and any fleet-related assets owned, leased, or rented by the Hamilton Police Service, as required.

**Duties include, but not limited to;**

- Perform service, diagnostics, and repairs on HPS vehicles and fleet assets (includes electric, hybrid, marine, motorcycles, small engines).
- Conduct vehicle upfitting and decommissioning of police fleet vehicles and equipment, as required.
- Inspect mechanical repairs performed by outsourced service and repair vendors. Notify the Fleet Supervisor of any concerns or issues.
- Order parts and supplies necessary to facilitate vehicle and equipment service and repairs.
- Conduct MVC (motor vehicle collision) inspections and report mechanical conditions on vehicles involved in serious or fatal MVCs.
- Attend court, as required, as an expert witness, in matters relating to MVCs and fatal collisions.
- Inspect vehicles and write Vehicle Safety Certificates.
- Recommend required contractor services and repairs to the Fleet Supervisor for consideration and authorization.
- Submit daily work orders summarizing completed work and parts used.
- Required to attend relevant training courses to remain current, in an ever-changing automotive industry.
- Provide technical input to the Fleet Supervisor, Manager of Fleet & Facilities, and other HPS staff for project requiring technical knowledge.
- Assist in the establishment of both long and short term goals and objectives of Fleet Services.
- Pick up and deliver vehicles, parts, and equipment as directed by the Fleet Supervisor.
- Ensure a safe work environment and report hazards.
- Perform other duties, as assigned, which are related to the major responsibilities of the job, including vehicle upfitting.

**Supervisory Responsibilities:**

May assume the role and duties of an Acting Supervisor, in the Fleet Supervisor's absence.

**Working Conditions:**

Standard automotive repair facility currently in the lower level of the Central Police Station; subject to temperature extremes, dirty environment, exposure to the environmental conditions found in typical automotive repair facilities (e.g. vehicle exhaust, gasoline and chemical odours, noisy environment, etc.). May occasionally be required to work away from the shop to conduct automotive repairs, diagnostics, and MVC vehicle inspections.

**Physical & Sensory Demands/Dexterity:**

Assignments will involve activities such as sitting, standing, walking, lifting, twisting, bending/stooping, reaching, driving, talking, listening, reading, writing, keyboarding, lifting objects greater than 50 pounds and holding objects in awkward positions for extended periods of time.

**Education:**

Valid Automotive Service Technician (310S) trade certificate recognized by the Ontario College of Trades is required. Truck and Coach Technician (310T) is an asset. Ozone Depletion Prevention (ODP) certification is required.

**Experience:**

Minimum five (5) years' experience in maintaining automotive vehicles of various makes and models (may include apprenticeship time), an in-depth knowledge of auxiliary lighting, electronics, and electrical systems is essential. Experience with maintaining police fleet vehicles is a definite asset.

**Certifications & Licences:**

Valid Class G Driver's Licence, or the equivalent, with no more than six (6) accumulated demerit points, permitting you to drive an automobile in Ontario with full driving privileges.

Pleasure Craft Operator Card (PCOC), M-Class Licence, and Working at Heights certification (must be obtained within 24 months of employment).

**Skills & Competencies:**

- Thorough operational knowledge pertaining to mechanical and electrical systems operation and maintenance.
- Thorough knowledge of all major components of automotive mechanical and electrical systems.
- Knowledge of marine vessels, motorcycles, and small equipment (e.g. generators, compressors, etc.) is an asset.
- Working knowledge of current legislative requirements and practices (e.g. Ministry of Transportation, Ministry of Environment, Occupational Health and Safety Act and its appropriate regulations, WHMIS, etc.).
- Ability to use standard automotive repair equipment (e.g. vehicle diagnostic tools, pneumatic tools, hand tools, floor hoists, cutting torches, welding equipment, etc.).
- Ability to work with electrical schematics, automotive manuals, diagnostic flow charts (both manual and web-based), and troubleshoot systems.
- Ability to perform standard mechanical and electrical tests, diagnostics, and repairs to various automotive systems.
- Skills and abilities to make and carry out recommendations to the Manager of Fleet & Facilities and Fleet Supervisor regarding further development of the automotive fleet maintenance management programs.
- Good verbal and written communication skills, and the ability to relate courteously with the public and members of the Police Service.
- Self-motivation and the ability to work co-operatively with vendors and co-workers.
- Ability to work independently, with minimal supervision.
- Ability to work in environments that are physically challenging (e.g. underneath vehicles, lifting weights over 50 lbs., continuous standing and walking, twisting, reaching, etc.) while tolerating temperature extremes and dirty environments.


**INTERESTED IN THE POSITION?**

Submit your application (i.e. updated cover letter and resume) via email by indicating the posting number in the subject line to [recruiting@hamiltonpolice.ca](mailto:recruiting@hamiltonpolice.ca) before 11:59 PM on **October 24, 2025**. Please be advised we do not currently use AI technology as part of our screening and selection process.

Interested persons applying must be a permanent resident of Canada/Citizenship, and be able to work within Canada.

**Accommodations:** Hamilton Police Service is committed to equitable and accessible hiring practices. Accommodation during the recruiting process is available upon request, please let us know should you have any needs.

We thank everyone for their expressed interest and appreciate the time you've taken to submit your application. However, only those selected for employment testing and/or an interview will be contacted.



At Hamilton Police Service, we are committed to a fair and equitable recruitment and selection process. We strive to build, mentor, and retain a highly skilled workforce that reflects the diversity of the communities we serve. By fostering an inclusive and respectful workplace where every member feels valued and has a strong sense of belonging, we strengthen our ability to serve Hamilton with professionalism, empathy, and integrity.

We strongly encourage applications from individuals of diverse backgrounds, including 2SLGBTQIA communities, Indigenous peoples, persons with disabilities, racialized persons, multilingual candidates, and anyone passionate about public service. By joining the Hamilton Police Service, you will play a crucial role in making a meaningful difference in the lives of those who call Hamilton home.

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*Hamilton Police Service (HPS) is situated upon the traditional territories of the Erie, Neutral, Huron-Wendat, Haudenosaunee and Mississaugas. This land is covered by the Dish With One Spoon Wampum Belt Covenant, which was an agreement between the Haudenosaunee and Anishinaabek to share and care for the resources around the Great Lakes. We further acknowledge that this land is covered by the Between the Lakes Purchase, 1792, between the Crown and the Mississaugas of the Credit First Nation. HPS honours with gratitude this sacred land which, from time immemorial, has been and is home to many Indigenous people from across Turtle Island.*