



HAMILTON POLICE SERVICE

Career Opportunity: **BUILDING MAINTENANCE TECHNICIAN – PART TIME** (up to 2 positions)

Posting #	#2025-037	JJR#	003
Job Title	Building Maintenance Technician	Civilian/Sworn	Civilian
Status	Part Time	Department/Unit	Facilities
Salary Grade	Schedule 6E	Hiring Rate	TBD
Salary Range	\$32.918 to \$38.725 per hour (as of January 1, 2024)		
Posting Date	May 1, 2025	Closing Date	May 11, 2025
Primary Job Location	All police owned or occupied facilities		
Hours of Work	Rotating shifts from 7:00 am to 3:00 pm, and 10:00 am to 6:00 pm. Hours may be subject to change and are not guaranteed.		

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:

Reporting to the Facilities Supervisor, the Building Maintenance Technician is responsible for providing both preventative and emergency maintenance of mechanical and electrical equipment, as well as providing janitorial functions in restricted areas for all police owned or occupied

facilities, including grounds maintenance, snow removal, and supporting a clean and sanitized work environment.

Duties include, but not limited to;

- Answer and respond to phone calls and paging system for Facilities.
- Respond to emergency conditions such as fire alarms, water leaks, and mechanical breakdowns.
- Read and work from building blue prints.
- Operate a large variety of power and hand tools.
- Sign-in contractors and ensure access cards are returned.
- Carry a communication device (as provided) when performing regular duties.
- Perform daily inspections on a variety of mechanical equipment and provide preventative and emergency maintenance to all mechanical equipment, including air handling unit (AHU), plumbing systems, temperature control equipment, fire prevention, piping systems, pumping systems, in accordance with detailed maintenance schedules.
- Perform daily inspection on emergency power system, fire alarm panel, sprinkler and fire pump systems.
- Perform electrical trouble shooting on low voltage system and change low voltage switching relays, fire suppression systems.
- Assist with removal and installation of electrical motors including sheave and pulley alignment and V-belt tensioning.
- Perform standard chemical and pneumatic tests, which requires knowledge of feed water chemistry for both hot water and steam systems.
- Perform general carpentry duties and repairs, including dry walling and painting.
- Repair and adjust door handles, locking mechanisms, and door closures.
- Clean, disinfect, and sanitize in high-risk environment areas such as Custody, Identification, and Intelligence.
- Remove lead and lead dust in the ranges in accordance with HPS protocol.
- Clean and maintain stations (e.g. use industrial machines to vacuum, sweep, and wax floors, clean washrooms, provide garbage disposal.
- Ensure safe storage and use of hazardous cleaning materials and chemicals and requisition cleaning materials, washroom supplies from the Stores Branch on a weekly basis.
- Maintain outside perimeter of Stations, including trash/snow removal and salting, moving HPS vehicles to assist with parking lot snow removal.
- Operate and maintain shredding and compacting machines in a safe and proper manner.
- Provide manual labour for garbage collection, furniture moving, and other similar tasks.
- Perform other duties, as assigned related to the major responsibilities

Supervisory Responsibilities:

Not applicable.

Working Conditions:

Duties are performed in areas that would expose the Technician to: temperature extremes and inclement weather, dirty and/or unsanitary environment such as holding cells and garages, loud noise in the mechanical rooms, lead exposure from the Shooting Range, vibrations, odours, commercial cleaning products, general dust, dust, and fumes, potential exposure to infectious diseases when working in custody areas.

Physical & Sensory Demands/Dexterity:

Assignments will involve activities such as sitting, standing, walking climbing, lifting, twisting, bending/stooping, reaching, driving, talking, listening, reading, writing, lifting objects greater than 35 pounds, and holding objects in awkward positions for extended periods of time.

Education:

Minimum Ontario Secondary School Diploma (OSSD), or equivalent.

Experience:

- Minimum one (1) year previous experience in facilities operations, maintenance, and cleaning techniques.
- Extensive experience in HVAC, low pressure piping, chilled water, hot water heating systems, centrifugal chillers, hot water boilers, electrical and pneumatic systems
- Previous building construction experience such as carpentry, drywall, studding, and painting.

Certifications & Licenses:

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

Required Skills and Competencies

- Effective communication and interpersonal skills.
- Ability to work independently and as part of a team.
- Ability to utilize a person computer is an asset.


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 before 11:59 PM on **May 11, 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.

In accordance with the Ontario Human Rights Code (OHRC) should you require an accommodation at any time during the recruitment and selection process we encourage you to notify the Human Resources @ recruiting@hamiltonpolice.ca

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.

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.