



## HAMILTON POLICE SERVICE (HPS) Career Opportunity

### BUILDING MAINTENANCE TECHNICIAN – PART TIME (up to 2 positions)

<b>Posting#</b>	#2024-074
<b>JJR#</b>	003
<b>Job Title:</b>	Building Maintenance Technician
<b>Civilian/Sworn:</b>	Civilian
<b>Status:</b>	Part Time (as required)
<b>Department/Unit:</b>	Facilities
<b>Salary Grade:</b>	6E
<b>Salary Range:</b>	\$31.364/hr to \$36.897/hr (as of January 1, 2023)
<b>Posting Date:</b>	October 30, 2024
<b>Closing Date:</b>	November 14, 2024
<b>Primary Job Location:</b>	All police owned or occupied facilities
<b>Hours of Work:</b>	Rotating shifts from 7:00 a, 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**

Hamilton Police Service is comprised of three divisions, plus a training facility, that provide frontline and investigative services to Hamilton's more than 580,000 residents.

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;**

Facilities Operations/Maintenance/HVAC/Electrical/Plumbing/Carpentry/Janitorial

- 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, dirt, 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:**

- Grade 12 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 is required.

**Skills & 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?**

Kindly 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 **November 14, 2024**. Please be advised we do not currently use AI technology as part of our screening and selection process.

Hamilton Police Service is also committed to a fair and equitable recruitment and selection process, as well as in building, mentoring, and retaining a talented and diverse workforce representative of the communities we serve.

We remain committed to creating a workplace culture that is inclusive and reflects the diversity of the communities we serve. We strongly encourage applications from diverse communities, including Indigenous peoples, persons from racialized groups, 2S&LGBTQIA persons, persons with disabilities, those who are able to speak fluently in another language(s) as well as anyone committed to a rewarding career in public service.

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](mailto:recruiting@hamiltonpolice.ca)

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