



HAMILTON POLICE SERVICE (HPS)
NOTICE OF A CIVILIAN CAREER OPPORTUNITY

PART-TIME FACILITIES MAINTENANCE TECHNICIAN

HPS provides policing to over 555,000 residents in the City of Hamilton. In 2015, HPS responded to over 80,000 calls for assistance from our community. We have over 1,100 employees, and our mission is to serve and protect in partnership with our communities.

Join us as we make Hamilton the safest place to raise a child.

City of Hamilton PeopleSoft Posting Job ID #11770

Notice / Date: #12-16 – June 6, 2016

Job Title & No.: Facilities Maintenance Technician - Job #003

Reports to: Facilities Supervisor

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, including weekends. Hours may be subject to change.

Salary 6E - \$26.673 to \$31.378 per hour, plus 4% vacation and 14% in lieu of benefits (As of July 1, 2015)

Updated: June 2016

Job Summary

Under the direction of the Facilities Supervisor, the Facilities 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.

General Duties

Facilities Operations/Maintenance

- 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 (e.g. radio/cell phone etc., as provided) when performing regular duties.
- Perform other duties, as assigned, related to the major responsibilities of the job.

HVAC (Heating, Ventilation, and Air Conditioning)

- Monitor and assist with maintaining and repairing all HVAC equipment such as fans, pumps, motors, boiler, chillers, and AHU (Air Handling Units), as well as room temperatures; monitor and respond to alarms via computer based facility automation system.
- Operate equipment such as fans, pumps, motor chillers, and AHU via facilities computer system when changes to the heating and cooling system are required.

Mechanical

- Perform a daily checklist on a variety of mechanical equipment.
- Provide preventative and emergency maintenance to all mechanical equipment throughout various police facilities, including AHU, plumbing systems, temperature control equipment, fire prevention, piping systems, and pumping systems, in accordance with detailed maintenance schedules.
- Assist in all mechanical repairs, when required.

Electrical

- Perform a daily checklist on the emergency power system, fire alarm panel, and sprinkler and fire pump systems to ensure proper working order.
- Re-lamp facilities as needed.
- Perform electrical trouble shooting on low voltage systems.
- Change low voltage switching relays.

- Assist with removal and installation of electrical motors, including sheave and pulley alignment, and V-belt tensioning.

Plumbing

- Perform standard chemical and pneumatic tests, which requires knowledge of feed water chemistry for both the hot water and steam systems.
- Perform minor repairs, as directed.

Carpentry

- Perform general carpentry duties and repairs, including dry walling and painting.
- Repair and adjust door handles, locking mechanisms, and door closures.

Janitorial

- Clean, disinfect, and sanitize in high-risk environment areas such as Custody, Identification, and Intelligence, according to established cleaning schedules.
- Remove lead and lead dust in the ranges in accordance with HPS protocol and Designated Substance Regulations, as well as provide janitorial services in the Range Areas.
- Clean and maintain stations (e.g. use industrial machines to vacuum, sweep, and wax floor surfaces; clean washrooms/locker rooms), and provide garbage disposal, if required (e.g. weekends).
- Ensure the safe storage and use of hazardous cleaning materials and chemicals.
- Requisition cleaning materials, washroom supplies, and maintenance related items from the Stores Branch, on a weekly basis.
- Maintain outside perimeter of Stations, including trash/snow removal and salting. Includes the moving of 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 items such as garbage collection, furniture moving, and other similar tasks, from time to time.

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 environments such as holding cells and garages; loud noise in the mechanical rooms; lead exposure from the Range; vibrations; odours; commercial cleaning products; general dust, dirt, and fumes; potential exposure to infectious diseases when working in cell area(s).

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 up to 50 pounds unassisted, and holding objects in awkward positions for extended periods of time.

Training: On-the-job training will be provided.

Required Competencies

1. Education: Minimum grade 12, or the equivalent.
2. 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
3. Certificates / Licenses / Apprenticeships: 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.
4. Sound knowledge of facilities operations, maintenance, and cleaning techniques.
5. Sound knowledge of HVAC, low pressure piping, chilled water, hot water heating systems, centrifugal chillers, hot water boilers, electrical, and pneumatic systems.
6. Sound knowledge of building construction (e.g. carpentry, drywall, studding, and painting).
7. Effective communication and interpersonal skills.

8. Ability to work independently and as part of a team.
9. Physically fit and capable of working in physically demanding environment; e.g. use ladders, heavy tools, and equipment, and work on roof top units and in confined spaces.
10. Willing and able to contribute to a safe working environment.
11. Ability to utilize a personal computer is an asset.

Terms

Applications (i.e. cover letter and resume – all one document, cover letter first) are to be submitted via the City of Hamilton’s Careers website before 11:59 pm on Sunday, 19 June 2016, and should clearly indicate what you have to offer in terms of all of the Required Competencies in either a chart or paragraph format as part of your cover letter or resume.

To apply for the position you will need to:

- Have/create a user name and password for the City of Hamilton Careers website
- Upload an application (i.e. cover letter and resume – all one document, cover letter first) to the City of Hamilton Careers website
- Complete a questionnaire as part of the online application process

Email correspondence is an essential part of the recruitment process. Ensure you include your email address, as well as your business/day phone number, your home/evening number, and/or your cell phone numbers on your application and online, to facilitate our ability to contact you. Failure to provide an e-mail address will result in your application being rejected. Also, please ensure you allow your email to accept messages from @hamiltonpolice.on.ca and/or check your junk mail regularly after applying.

We thank all applicants, however, only those candidates selected for testing and/or an interview will be contacted. No phone calls or emails please. We are unable to respond to all applicants.

Please note that the Hamilton Police Service is committed to the principles of equal opportunity and reflecting the diverse community that we serve. Fluency in a second language is an asset; please indicate if you are able to speak another language on your application.

The Hamilton Police Service is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. If

contacted for an employment opportunity, please advise Human Resources if you require accommodation for testing, interview, or employment purposes.

We invite you to visit the Hamilton Police Service website to obtain further information on the Service, or visit our Careers webpage to obtain further information on career opportunities with our Police Service (e.g. Police Constable, Police Cadet, Civilian, Volunteer, and Auxiliary opportunities). Information on the Constable Selection System (CSS) can be found on the Ministry of Community Safety and Correctional Services website.

If hired, the incumbent shall comply with all Health and Safety Policies and Practices for their position and the workplace.

By applying, you agree that the statements made by you are true, complete, and correct to the best of your knowledge. Further, you understand that any falsification of statements, misrepresentations, and/or deliberate omission or concealment of information may be considered just cause for dismissal.

SAMPLE