

CIVILIAN JOB DESCRIPTION		
POSITION INFORMATION		
Position Title: Facilities Assistant	Number of Positions: 1	
Location: Headquarters Thunder Bay	Unionized	
PURPOSE: The Facilities Assistant plays a vital role in supporting the efficient operation, safety, and upkeep of police service facilities across multiple locations. This position is responsible for ensuring that all buildings are maintained in compliance with health and safety regulations, security standards, and operational requirements unique to policing environments. The Facilities Assistant supports daily operations by coordinating contractors, assisting with purchasing and sourcing of materials, monitoring building systems, and providing front-line support for workplace health and safety initiatives. This role requires a proactive, detail-oriented individual with strong organizational skills, the ability to prioritize competing demands, and a commitment to maintaining a safe and functional environment for sworn and civilian members of the police service.		
KEY RESPONSIBILITIES: 1. Assist in the daily oversight of multiple police service facilities, ensuring cleanliness, functionality, and safety. 2. Perform routine inspections of buildings, equipment, and grounds to identify issues and coordinate timely repairs. 3. Monitor and support preventative maintenance schedules for HVAC, electrical, plumbing, fire safety, and security systems. 4. Coordinate with external contractors and vendors for repairs, renovations, and maintenance services, ensuring compliance with service agreements and police security protocols. 5. Support the implementation of health and safety policies and ensure compliance with the Occupational Health and Safety Act (OHSA) and other relevant regulations. 6. Conduct workplace health and safety checks across facilities and report hazards to management. 7. Assist with maintaining records of workplace safety inspections, incident reports, and corrective actions. 8. Provide support in emergency preparedness, including evacuation drills, first aid supply maintenance, and building safety procedures. 9. Source, purchase, and track supplies, materials, and equipment required for facilities operations. 10. Maintain accurate records of facility-related expenses and assist with budget tracking. 11. Support the management of facility service contracts and vendor relationships. 12. Prepare reports, logs, and documentation related to building operations and safety compliance. 13. Provide assistance to staff and leadership regarding facility-related needs. 14. Support capital projects, renovations, and space planning initiatives across multiple locations. 15. Liaise with internal stakeholders, including IT, Fleet, and Human Resources, to ensure facilities support organizational needs. 16. Uphold security and confidentiality standards in line with policing requirements. 17. Other duties as assigned.		
Staffing and Licensing Requirements: •Must be able to pass a background security investigation. •Ability to pass certification of Dangerous Goods Handling and WHMIS. •Class G drivers license, clean driving abstract.		

COMPENSABLE FACTORS

KNOWLEDGE:

- Post-secondary education in Facility Management, Building Maintenance, Occupational Health and Safety, or a related field.
- Minimum of **2–3 years of experience** in facilities operations, building maintenance, or facility management, preferably in a multi-site environment.
- Knowledge of standards and best practices in facility management, including space utilization and sustainability.
- Vendor and contractor management, including tendering, contracts, and service-level agreements.
- Procurement processes, inventory control, and cost management.
- Knowledge of facility management software, work order systems, and digital record-keeping.
- Certification in Facility Management (such as IFMA's FMP, CFM, or equivalent) is considered an asset.
- Principles of building systems, including HVAC, plumbing, electrical, and mechanical systems.
- Preventative maintenance practices and asset lifecycle management.
- Knowledge of occupational health and safety legislation and building code compliance.

INTERPERSONAL AND COMMUNICATION SKILLS:

- Ability to build and maintain positive working relationships with sworn and civilian staff, external contractors, and community partners.
- Strong verbal and written communication skills for preparing reports, documenting issues, and explaining technical matters clearly.
- Skilled in managing expectations, diffusing conflict, and providing excellent internal customer service.

PROBLEM SOLVING/COMPLEXITY:

- Proactive approach to identifying maintenance issues and implementing practical, cost-effective solutions.
- Ability to assess complex facility situations and prioritize corrective actions to maintain safety and security.
- Resourceful in addressing unforeseen issues with minimal disruption to police operation.

JUDGEMENT AND DISCRETION:

- Ability to make sound decisions while balancing operational needs, safety standards, and budget considerations.
- Exercise a high degree of confidentiality and discretion when handling sensitive information or working within secure areas.
- Awareness of when to escalate issues to management versus when to apply independent decision-making.

RESPONSIBILITY FOR THE WORK OF OTHER EMPLOYEES:

There is no formal responsibility for the work of other employees.

PHYSICAL AND SENSORY DEMANDS:

Physical Demands

- Frequent walking, standing, climbing stairs/ladders, and moving between facilities.
- Ability to lift, carry, push, or pull equipment and materials weighing up to 50 lbs.
- Occasional work in awkward positions (e.g., bending, crouching, reaching) during inspections or minor repairs.
- Regular use of hand tools and basic maintenance equipment.

Sensory Demands

- Prolonged periods of computer use and report writing requiring visual and auditory concentration.
- Attention to detail for identifying facility issues, interpreting manuals and safety standards, and communicating with staff and contractors.
- Ability to remain alert and responsive in environments with multiple simultaneous demands.
- Visual strain associated with viewing a computer screen for long periods of time while preparing documents and keying information as well as proofreading documents for accuracy.

WORKING CONDITIONS:

- Work is performed across multiple police facilities, requiring regular travel within remote norther communities, travelling by all modes of transportation including, small aircraft, helicopter, boat, train, ice roads, etc.
- Combination of office-based administrative work and on-site facility inspections/maintenance.
- May be exposed to varying environmental conditions, including heat, cold, noise, dust, odors, and confined spaces.
- Occasional exposure to biohazards or secure areas unique to police facilities.
- Standard business hours, with evenings or weekends required for facility issues, emergencies, or special projects.