



**FACILITIES ASSISTANT
THUNDER BAY, ON
INTERNAL/EXTERNAL POSTING**

Posted: October 7, 2025

Closes: October 20, 2025

Salary: \$75,921-\$84,046

The Nishnawbe Aski Police Service requires one (1) Facilities Assistant based in Thunder Bay, ON to serve the North East Region, North West Region, and Central Region.

Summary:

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.

Preferred qualifications:

- 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.

Required qualifications:

- 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.

Interested applicants may submit a hiring package which includes the following:

- Covering letter detailing interest in noted position;
- A resume detailing your career, education and relevant experience;

Closing date for applications is **Monday, October 20, 2025 at 4:00 p.m. EST**. Please quote the Job ID on your application and the subject line of your email. All completed packages MUST be sent, **as a single PDF document**, to:

Internal Candidates: iresume@naps.ca

External Candidates: eresume@naps.ca

Nishnawbe Aski Police Service is committed to the Accessibility for Ontarians with Disability Act. If you require accommodation for any stage of the hiring process, please contact eresume@naps.ca.

Please note for internal applicants, any disciplinary violations in the last two calendar years *may be* considered in the decision for your suitability for this position. Specifically, the nature or severity of the violation will be examined for its relevance to the position. Should you have questions or concerns, please contact HumanResources@naps.ca.

*****We thank everyone for their interest in the position, however, only those
chosen for an interview will be contacted*****