



Internal JOB POSTING



Posting Date:	October 27, 2026
Closing Date:	November 9, 2026
Requisition ID:	2036
Title:	Property Maintenance Operator
Branch:	Corporate Support
Service:	Asset & Material Management
Bureau:	Capital Projects & Facilities
Salary:	\$104,841 - \$110,870 (Band 6)
Status:	Regular, Full-Time
Openings:	2
Vacancy Type:	This job has been posted to fill a current vacancy
Location:	Headquarters

Position Purpose

The purpose of the position is to be responsible for ensuring overall building operations and maintaining the proper maintenance of all YRP buildings and related systems.

Major Duties & Responsibilities

Perform general repairs to buildings and equipment.
Ensure that plumbing, electrical and HVAC work is completed according to YRP specifications and quotations.
Coordinate the work times and location with the contractors to be minimally disruptive to staff and visitors.
Monitor all buildings to determine repairs or upkeep required.
Set up equipment and furnishings in meeting rooms, offices and common areas.
Ensure that maintenance schedules are completed.
Maintain knowledge of and ensuring compliance with regulations such as the Ontario Fire Code, Building Code, Occupational Health and Safety Act, Elevated Device Act, etc.
Oversee assigned contracted trades to ensure their security clearances, compliance with rules and regulations, codes and legislation.
Access the Building Automation System (BAS) to control building temperatures and obtain information.
Ensure (WHMIS) Workplace Hazardous Materials Information System compliance by updating data sheets for site used products.
Perform generator checks of batteries and charge rate, coolant, oil and fuel levels.
Attend to emergency or urgent situations, following the proper call-back and overtime procedures.
Obtain quotations from vendors and contractors for building maintenance, repair alterations and construction activities.
Perform minor grounds keeping and exterior facility maintenance.
Maintain inventory control and order supplies and equipment for building related functions.
Ensure that confidential materials for secured disposal and destruction are handled in accordance with established procedures.
Provide transportation, set-up and break-down of equipment for special events.
Ensure utility conservation measures are followed.
Remain current in new trends and activities by attending meetings, workshops, conferences, and classes.
Receive and respond to client complaints and concerns providing resolution and/or informing Commanders/Mangers of potential issues, as required.

This position description is intended to describe the general level and nature of the position, and is not intended to represent an exhaustive list of all tasks assigned in the performance of this position.

Education, Licensing & Certifications

Two (2) Year College Diploma in Building Maintenance or a related field.
Building Environmental Systems Certificate I is required.
Building Environmental Systems Certificate II is required.
Equivalent experience would be considered in the absence of required education.

Experience

Two (2) Years in Facility Management/Operations or related experience.

Skills

Building Environmental Systems Operator Certification (Class 1 and 2) preferred.
Knowledge of building automation systems and components, HVAC and WHMIS.
Knowledge of AODA requirements for public buildings.
Understanding and compliance of the Ontario Building Code, including authorities such as ESA, CSA, and TSSA.
Basic carpentry, plumbing and electrical skills.
Knowledge and certifications for the use of equipment such as lifts, skid steer, snow plow, ATV and street sweepers is an asset.
Communication and interpersonal skills to interact with members at all ranks to resolve building related concerns and outside contractors to schedule preventive maintenance and service calls.
Problem solving abilities in order to evaluate a mechanical or electrical equipment issue and determine how to best handle the situation in a safe manner.

How To Apply

Members must submit their application directly to the posting on the Careers section through the SuccessFactors Dashboard by the closing date in order to be considered for this opportunity as an internal applicant.
Please include a personal email address on your resume to ensure you receive all notifications regarding the recruitment process.
Questions regarding this position should be directed to Kristine Ockwell #5791, Supervisor – Civilian Recruiting Unit.

York Regional Police has implemented a Hybrid Remote Work option that is offered to various positions in the organization. Further detail can be discussed during the recruitment process.

Please note this is an internal job posting, no external applications will be considered at this time. In accordance with Article 35 of the Civilian Working Agreement, all resumes must be received by the closing date. Resumes received after this date will be considered external candidates.

York Regional Police is committed to fairness and equity in our recruitment and selection process, and in building and retaining a talented and diverse workforce representative of the community we serve. All York Regional Police employment policies and procedures are intended to be non-discriminatory and barrier-free, in accordance with the Accessibility for Ontarians with Disabilities Act, 2005.

Accommodations for applicants with disabilities are available upon request during recruitment processes and throughout employment. Should you require an accommodation during the recruitment and selection process, including accessible formats and communication supports, please contact talent@yrp.ca.

VISION-INSPIRED

MISSION-FOCUSED

VALUES-DRIVEN

