

Posting Date:	November 20, 2026
Closing Date:	December 3, 2026
Title:	Fleet Assistant
Branch:	Corporate Support
Service:	Asset & Material Management
Bureau:	Logistics Support
Salary:	$34.96
Status:	Temporary, Part-Time (renewable contract of 6 months)
Openings:	2
Vacancy Type:	This job has been posted to fill a current vacancy
Location:	York Regional Police, Fleet Services - 90 Bales Dr. E. East Gwillimbury, ON

Position Responsibilities

- Maintaining operational readiness of all Fleet assets and minimizing down time.
- Vetting vehicles for repair, maintenance, cleaning, recalls, or internal service campaigns.
- Shuttling vehicles to and from York Regional Police facilities to garages and other locations as required.
- Performing minor repairs such as headlight bulb and wiper blade replacement.
- Towing trailers of various sizes to and from garages for annual inspection.
- Delivering parts to Districts and contracted facilities from Fleet as required.
- Maintains and submits a daily work log sheet.

Mandatory Qualifications

- Must be a Retiree of York Regional Police.
- Possession of a valid Class “G” Class Driver license and a clean driving record is required.

Preferred Qualifications

- Possession of a valid Class “CZ” license, or the ability to obtain, is preferred.
- Knowledge of policies relating to Fleet vehicles (ie. AI-008 Marked General Patrol Vehicles and Operation of Police Vehicles) an asset.
- Familiar with emergency vehicle related equipment, organizational structure of YRP, YRP locations and hierarchy an asset.
- Ability to work independently and as a team.
- Verbal communication skills and interpersonal skills.
- Customer service skills.

Additional Comments

- Qualified Sworn & Civilian YRP retirees who are not currently in a YRP retiree position shall be given priority consideration.
- Successful incumbents may be required to work up to a maximum of twenty-four (24) hours per week, which may also include weekends.
- Must be available to work at least 75% of the six (6) month contract (weekends excluded).

- Shift assignments are subject to change at the discretion of Asset and Material Management Command as per staffing requirements and/or business needs.
- Physically capable to repeatedly sit-in and get-out of vehicles frequently on a day-to-day basis.
- Candidate should be able to lift up to 50 lbs.

How To Apply

- Only those resumes submitted by email to 50003@yrp.ca will be accepted.
- Questions regarding this position should be directed to Kelly Sakaguchi #50003, Civilian Recruiting Specialist. A selection process will be conducted to determine the successful candidate.

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.

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