



FULL-TIME FLEET AND FACILITIES COORDINATOR

(Competition No: POL-IP-2026-02)

Posting Date:	January 20, 2026	Closing Date:	January 26, 2026
Department:	Tommis Police Service	Hours per Week:	35 hours per week
Benefits Entitlement:	Yes	Pension Entitlement:	Yes – Employer Matched Contributions
Salary:	\$72,711 – \$82,105 (2026)	Union:	Civilian Members

Position Summary

The Tommies Police Service is seeking high caliber applicants who can meet the demands of our community and our staff. Successful applicants will be working under the supervision of the Chief Human Resources Executive, will plan, implement and coordinate the maintenance and repairs of the Tommies Police Service's fleet and facilities, as well maintain inventory of police equipment and supplies.

Hours of Work

Standard hours are Monday to Friday, 0800 to 1600, with the possibility of alternate hours based on operational needs.

General Duties

- Maintain accurate and up-to-date inventories and records of all police equipment and supplies, maintain office keys, keyscan system, fuel fobs and other relevant equipment for employees and contractors.
- Coordinate and track routine maintenance, cleaning, inspections and repairs for all fleet and facilities, including annual and semi-annual fleet projects (i.e. seasonal tire changeover, oil changes, etc.).
- Coordinate and prepare fleet or rental vehicles for personnel.
- Investigate all occurrences of damage to fleet vehicles and submit reports to supervisors and Administration.
- Perform monthly inspections of onsite and offsite Service facilities and document building and equipment condition and deficiencies, and issue work orders where required.
- Conduct annual condition assessment of the buildings and fleet to help maintain the Asset Management Plan.
- Coordinate the movement of office furniture, and the installation of office equipment and décor.
- Other duties as assigned.

Qualifications

- Legally entitled to work in Canada and at least eighteen (18) years of age.
- Must pass a security clearance as well as background investigation, credit check, and reference checks.
- Successful completion of Secondary School (Grade 12) or equivalent.
- Minimum of three (3) years' experience in building and/or fleet maintenance. Public Sector experience is an asset.
- Thorough knowledge of Microsoft Outlook, Word and Excel.
- Ability to physically perform essential job functions (capable of lifting, carrying and placing heavy items such as tires).
- Well-developed time management, prioritization, multi-tasking and organizational skills are important.
- Proven ability to interact with internal and external contacts (including agencies) and require tact, diplomacy and courtesy, exchanging detailed information.
- Effective decision-making abilities in relation to both simple queries and more complex situations based on established guidelines.
- Must be self-motivated and able to work independently with ability to work with minimal supervision.
- Ability to prepare well-written correspondence and visual communications for a wide variety of audiences.
- Class "G" Driver's license, with acceptable Driver's Abstract.
- Experience in inventory control is an asset.
- Ability to tow a trailer is an asset.

Application and Deadline Instructions

Submit a cover letter and a resume including details of your qualifications quoting Competition No. POL-2026-02. All applications must be received in the Tommies Police Service by 16:00 on the closing date of **January 26, 2026**.

Applications may be submitted as follows:

1. Via E-Mail – TPSRecruitment@timmins.ca

The Tommies Police Service is an equal opportunity employer, and a diverse workforce that is representative of the citizens we serve.

The Tommies Police Service is committed to the principles of equal opportunity. Persons who have previously submitted an application or resume MUST RE-APPLY. The Tommies Police Service thanks all applicants, however ONLY THOSE SELECTED FOR AN INTERVIEW WILL BE ACKNOWLEDGED.

