



**The Corporation of the  
Township of Algonquin Highlands**

requires a

**Seasonal Operator – Stanhope or Dorset Yard**

(Approximately six (6) months)

The Township of Algonquin Highlands with a permanent population of 2,600 and a seasonal population exceeding 10,000 is known within Central Ontario as an area of natural beauty where residents enjoy a rural lifestyle second to none.

The Township of Algonquin Highlands is seeking applications from experienced, qualified persons for the position of Seasonal Operator. Reporting to the Public Works Supervisor, the Seasonal Operator provides a variety of construction, maintenance and repair services to roads, bridges, culverts, drainage, cemeteries, landfills and lagoons, public access points such as docks, landings, trails and portages. Snow/ice removal may also be included.

**The preferred candidate will possess the following qualifications:**

- A minimum of two (2) years' experience operating a backhoe, excavator and tandem axle truck. Ability to operate a grader is an asset.
- Class DZ Ontario Driver's Licence, AZ preferred with a clean driver's abstract.
- Solid understanding of public works construction and maintenance procedures.
- A good understanding of all policy, procedures, by-laws, Ministry guidelines, regulations and legislation related to the operation of equipment and public works construction and maintenance.

**Salary Range:** \$26.94 – \$30.32 /40-hour week

Applicants must indicate how they meet the minimum qualifications in their resume. We thank all applicants; however, only those selected for an interview will be contacted.

The Township of Algonquin Highlands is an equal opportunity employer committed to inclusive, barrier-free recruitment and selection processes and work environments. We will accommodate the needs of applicants under Accessibility for Ontarians with Disabilities Act (AODA) throughout all stages of the recruitment and selection process, upon the request of the applicant. Please advise in advance if you require accommodation.

In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information is collected under the authority of the Municipal Act and will be used only for candidate selection.

**To Apply:**

Please submit your cover letter and resume in confidence by **3:00 pm on Thursday, February 29, 2024** to:

**Dawn Mugford-Guay, Human Resources Coordinator**

Township of Algonquin Highlands

1123 North Shore Road, Algonquin Highlands, Ontario, K0M 1S0

Email – [dmugfordguay@algonquinhighlands.ca](mailto:dmugfordguay@algonquinhighlands.ca)

**Complete job description follows.**



## TOWNSHIP OF ALGONQUIN HIGHLANDS

### Job Description

Position:	Seasonal Operator
Department:	Public Works
Location:	Public Works Yard – Stanhope or Dorset
Reports to:	Public Works Supervisor

---

#### **Purpose**

The Seasonal Operator provides a variety of construction, maintenance and repair services to roads, bridges, culverts, drainage, cemeteries, landfills and lagoons, public access points such as docks, landings, trails and portages. Snow/ice removal may also be included.

#### **Responsibilities**

- Operates a backhoe, excavator, tandem and single axle truck and/or other equipment as required.
- Conducts general maintenance and manual labour functions for Public Works operations as assigned by the Public Works Supervisor.
- Provides traffic control as a flag person.
- Conducts work in compliance with all municipal and provincial Occupational Health and Safety legislation, regulations, policies and procedures. Ensures that all safety apparel is worn when required.
- Completes logs and time sheets as required.
- Operates all equipment safely and in accordance with all policy, procedures, by-laws, Ministry guidelines, regulations and legislation, and as personally licensed to operate.
- Reports any defects to machinery, property or process to the Public Works Supervisor or Operations Manager promptly. Ensures vehicles and machinery are kept in a safe, neat and tidy order.

- Performs other duties as assigned.

### **Knowledge and Skill**

- A solid understanding of public works construction and maintenance procedures.
- A good understanding of all policy, procedures, by-laws, Ministry guidelines, regulations and legislation related to the operation of equipment and public works construction and maintenance.
- Valid Class DZ Ontario Driver's Licence, AZ preferred with clean abstract.
- Satisfactory police criminal record check is required.

### **Experience**

- A minimum of two (2) years' experience operating a grader, backhoe, excavator and tandem axle truck. Previous experience operating a combination plow sander would be an asset.

### **Hours of Work**

The hours of work are:

May through October: 6:00AM – 4:30PM Monday to Thursday.

November through April: 6:00AM – 2:30PM Monday to Friday.

A half hour (1/2) unpaid lunch and two fifteen (15) minute paid breaks (1 morning and 1 afternoon) are provided.

Weekend and after-hours work may be required.

### **Working Conditions**

- Operates equipment and undertakes construction and maintenance projects in extreme weather conditions.
- Lifting of 50 lbs (22.7 kg)
- Heavy physical demands related to manual labour in maintenance projects.
- Exposure to dirt, dust, oil, grease, weather and chemicals.
- Ability to work weekends and evenings.
- Candidate should be comfortable with heights.

### **Impact of Error**

Errors, incorrect judgment or otherwise, may result in serious legal or other repercussions to the Township.