



**The Corporation of the
Township of Algonquin Highlands**
requires a
Maintenance Coordinator

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 qualified individuals for the position of Maintenance Coordinator.

Reporting to the Public Works Manager, the Maintenance Coordinator is responsible for daily, weekly and monthly maintenance activities. In this position, you will liaise with staff to ensure Township facilities/properties are maintained at a level that meets or exceeds operational requirements while also meeting the Township's expectations regarding safety, working conditions and general appearance. You will work closely with Department Heads and external Contractors to coordinate ongoing building maintenance and inspections, identify workplace hazards and complete minor maintenance repairs and long term maintenance scheduling.

The preferred candidate will possess the following qualifications:

- Minimum of two (2) years in a supervisory position or demonstrated experience.
- Strong communication skills.
- A related post-secondary education or community college diploma or a related mix of education and experience.
- Qualified in one or more skilled trade by skill/experience or licensed by the appropriate Ministry.
- Standard First Aid/CPR-C.
- Excellent interpersonal, project/time management, organizational, analytical, communication and presentation skills.
- Proficiency in the Office Suite of products or equivalent.
- Valid driver's licence, Class G minimum, with a clean Drivers Abstract.

Salary Range: \$32.75 - \$36.85/hour (40 hours/week)

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.

Algonquin Highlands offers a competitive salary, excellent benefits package, Health and Wellness opportunities and enrollment in OMERS Pension Plan. Join a dedicated team that strives to make us the best place to live, work and play.

We thank all applicants; however, only those selected for an interview will be contacted.

Qualified candidates are invited to submit a cover letter and resume by **3:00 p.m. on Tuesday, June 17, 2025** to:

Dawn Mugford-Guay, Human Resources Coordinator
Township of Algonquin Highlands
1123 North Shore Road
Algonquin Highlands, ON K0M 1S0
Email: dmugfordguay@algonquinhighlands.ca

Complete job description follows.



TOWNSHIP OF ALGONQUIN HIGHLANDS JOB DESCRIPTION

POSITION: Maintenance Coordinator

DEPARTMENT: Public Works

LOCATION: Algonquin Highlands – Stanhope Yard

REPORTS TO: Public Works Manager

PURPOSE

Reporting to the Public Works Manager, the Maintenance Coordinator is responsible for the daily, weekly and monthly maintenance activities. In this position, you will liaise with staff to ensure Township facilities/properties are maintained at a level that meets or exceeds operational requirements while also meeting the Township's expectations regarding safety, working conditions and general appearance. You will work closely with Department Heads and external Contractors to coordinate ongoing building maintenance and inspections, identify workplace hazards and complete minor maintenance repairs and long term maintenance scheduling.

RESPONSIBILITIES

- Provides project management support (i.e., bids, proposals) and oversees the execution of construction projects.
- Conducts planning of, and ensures implementation of, routine maintenance projects including related activities, milestones and required manpower.
- Ensures the on-going inspection and preventative maintenance of all Township facilities, properties, equipment and systems (i.e., plumbing, lighting, heating/cooling systems, water systems, lawn cutting machines).
- Supervises and instructs municipal staff and external contractors.
- Assigns daily duties while ensuring the safety and security of municipal staff and external contractors. Oversees and submits daily time duty sheets for maintenance staff.
- Develops and administers department specific tenders and RFPs.
- Establishes and maintains a positive working environment which promotes quality workmanship, creativity and teamwork.
- Prepares short and long-range maintenance plans and equipment replacement schedules.

- Assists in preparing and managing an annual budget.
- Discusses and organizes projects with the Public Works Manager to ascertain priorities.

HOURS OF WORK

The hours of work are:

May through October: Monday to Thursday 6:00 am – 4:30 pm (subject to change)

November through April: Monday to Friday 6:00 am – 2:30 pm

A half hour (1/2) unpaid lunch and 2 - 15 minute paid breaks (1 morning and 1 afternoon) are provided. Weekend and after hours work may be required.

WORKING CONDITIONS

- Operating equipment, performing maintenance duties and assisting Public Works in extreme weather.
- Lifting of up to 50lbs (22.7kg).
- Heavy physical demands related to manual labour required for maintenance projects.
- Incumbent should be comfortable with heights.
- Exposure to dirt, dust, oil, grease, chemicals and weather conditions.
- Ability to work weekends and evenings, if required.
- Incumbent will be required to carry out office duties as assigned.

EDUCATION

- A related post-secondary education or community college diploma or a related mix of education and experience.
- Qualified in one or more skilled trade by skill/experience or licensed by the appropriate Ministry.
- Standard First Aid/CPR-C.

KNOWLEDGE

- Knowledge of the techniques, equipment and tools used in a particular licensed trade.
- General knowledge of construction trades such as carpentry, plumbing, masonry, electrical and mechanical.

SKILLS

- Minimum of two (2) years in a supervisory position or demonstrated experience.
- Strong analytical skills in order to recognize workplace hazards and provide prompt corrective action ensuring minimal service interruptions.
- Strong communication skills.

MANDATORY REQUIREMENTS

- Valid driver's license, class G minimum, with a clean Drivers Abstract.
- Provision of a satisfactory Criminal Record and Judicial Matters Check.

IMPACT OF ERROR

- Errors, incorrect judgment or otherwise, may result in serious legal or financial repercussions, injury or embarrassment to the Township or the general public.