



The Corporation of the Township of Algonquin Highlands

requires a

Senior Trail Technician/By-Law Officer

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 persons for the position of Senior Trail Technician/By-Law Officer. Reporting to the Trails Coordinator, the Senior Trail Technician/By-Law Officer acts as crew leader during backcountry maintenance operations and weekend supervisor, providing on-site leadership and direction to seasonal staff during assigned tasks and projects.

The preferred candidate will possess the following qualifications:

- Post-secondary diploma in a related field of study.
- Training as a municipal law enforcement officer or provincial offences officer.
- Valid Ontario Class G Driver's Licence and clean driver's abstract.
- Wilderness Advanced First Aid.
- Chainsaw operator's certification with a level of comfort & experience is a strong asset as tree removal from trails and remote campsites is a regular function.
- ORCKA Canoeing, Bronze-Cross Swimming, ice safety/rescue and Wilderness Survival certifications are assets, or ability to obtain.
- Backcountry navigation and exploration in all seasons with skiing, snowshoeing, map/compass/GPS, canoeing, hiking, and other outdoor experience.
- Pleasure craft operator card and experience with operating a motorboat.

Salary Range: \$27.88 to \$31.38 per hour

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

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.

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 pm on Friday, March 7, 2025** to:

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

Complete job description follows.



Township of Algonquin Highlands

Job Description

Position: Senior Trail Technician/By-Law Officer
Department: Parks, Recreation and Trails
Location: Work will commence daily at 1095 North Shore Road
Reports to: Trails Coordinator

Purpose

The Algonquin Highlands Trails Division operates and maintains the Haliburton Highlands Water Trails (Frost Centre and Poker Lakes canoe route areas), hiking trails and the Frost Centre ski trails.

Responsibilities

- Acts as a Supervisor in the absence of the Trails Coordinator.
- Under the direction of the Trails Coordinator, acts as a leader of work crews during backcountry maintenance operations, providing on-site leadership and direction to seasonal staff during assigned tasks and projects.
- Providing high-quality customer service by answering questions, delivering information, and resolving visitor comments/complaints.
- Periodically supporting the Algonquin Highlands Trails Office operations by answering phones, emails, walk-in inquiries, selling merchandise, making reservations and providing equipment rental services.
- Ensuring quality cross country ski trail conditions by operating a snowmobile to perform ski trail grooming.
- Supporting backcountry skiing, hiking, and paddling opportunities by maintaining trails, portages, and campsites.
- Performing hazardous tree removal by operating a chainsaw in remote, backcountry settings.
- Supporting operations by collecting garbage, stocking brochures, and cleaning outhouses at access points and trail heads.

- Perform the duties of a By-Law Officer by patrolling interior lakes and forest access roads, checking campers for valid permits, ensuring compliance with program by-laws, issuance of provincial offence notices, compilation of evidence, note taking, preparing crown briefs and attendance in court if required.
- Operate, maintain and repair ½ ton 4x4 pickup trucks, motorized boats, canoes, ATV's, snowmobiles as well as various hand tools and power tools.
- Other duties as assigned.

Hours and Location of Work

Normal hours of work are 8:30 a.m. to 5:00 p.m., with five (5) consecutive days of work followed by two (2) consecutive days off, which fluctuates seasonally. Extra time may be required to complete tasks and meet deadlines, etc. during certain times of the year. Overtime may be accumulated in accordance with Township policy and approved by the Trials Coordinator.

Work on weekends and most statutory holidays is compulsory.

Willingness to periodically work additional days and on-call as scheduled. Flexibility may be required to accommodate operational needs.

The primary workplace from which employment is recognized is the Trails Office located at 20130 Hwy 35.

Working Conditions

- Work is generally performed outdoors in remote backcountry areas on the water and trails with exposure to all weather conditions and all seasons. Hiking, paddling, skiing for numerous kilometres in challenging terrain carrying back packs with tools and materials. Operating canoes, UTV's, ATV's, motorboats, chainsaws, hand tools, power tools, trucks, trailers, trail grooming equipment and snowmobiles.
- Frequent exposure to direct sunlight, adverse weather conditions, cold winter weather and high biting insect populations. Exposure to insect repellent including DEET or similar products.
- Periodically working indoors in an office setting.
- All work settings are in high use areas, interruptions are frequent throughout the day and unforeseen work challenges present themselves on a frequent basis.
- Stress is a factor due to close interaction with the public regarding conflicts concerning by-law enforcement and customer service.
- Bending, crouching, lifting, and moving heavy objects up to 100lbs. Lifting overhead.

Education

- Post-secondary diploma in a related field of study.
- Training as a municipal law enforcement officer or provincial offences officer.
- Valid Ontario Class G Driver's Licence and clean driver's abstract.
- Wilderness Advanced First Aid.
- Chainsaw operator's certification with a level of comfort & experience is a strong asset as tree removal from trails and remote campsites is a regular function.
- ORCKA Canoeing, Bronze-Cross Swimming, ice safety/rescue and Wilderness Survival certifications are assets, or ability to obtain.
- Backcountry navigation and exploration in all seasons with skiing, snowshoeing, map/compass/GPS, canoeing, hiking, and other outdoor experience.
- Pleasure craft operator card and experience with operating a motorboat.

Knowledge and Skill

- Good physical fitness and endurance with the ability to portage a canoe with a pack or to hike, ski, or snowshoe on-trail for multiple kilometers with a pack and tools sometimes for several days in a row in all weather conditions.
- Comfortable working with computers, reservation software, Microsoft Office, email, cash handling and point of sale debit/credit pin pads.
- Work with minimal direction/supervision – must be a highly motivated self-starter with good attention to details and high level of professionalism.
- Must be very comfortable on and around the water in various types of canoes and motorboats and adverse weather.
- Knowledge of workplace Occupational Health and Safety Act and WHMIS.
- Excellent interpersonal, problem solving and customer service skills with an upbeat, positive, and outgoing personality.
- Ability to work effectively in a dynamic, occasionally high stress environment and manage time with competing priorities.

Impact of Error

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