



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

requires a

Seasonal Maintenance Worker - Stanhope Yard

(May to October)

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 Seasonal Maintenance Worker. Reporting to the Maintenance Coordinator, the Seasonal Maintenance Worker provides a variety of maintenance and repair services to Township property, roads, parks, cemeteries, airport, lagoon and landfills.

The preferred candidate will possess the following qualifications:

- Valid Class 'G' Ontario Driver's Licence with a clean driver's abstract.
- Ontario Secondary School Diploma.
- Ability to operate small power hand tools.
- Standard First Aid/CPR-C preferred.
- WHMIS certified preferred.
- Health and Safety Awareness Online Training Certificate preferred.

Salary Range: \$24.97 - \$28.10 per hour

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 resume in confidence by **3:00PM 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

Complete job description follows.



TOWNSHIP OF ALGONQUIN HIGHLANDS

Job Description

Position: Seasonal Maintenance Worker
Department: Public Works
Location: Public Works Yard – Stanhope
Reports to: Maintenance Coordinator

Purpose

The seasonal maintenance worker provides a variety of maintenance and repair services to Township property, roads, parks, cemeteries, airport, lagoon and landfills.

Responsibilities

- Conducts general maintenance and manual labour functions for Public Works operations as assigned by the Maintenance Coordinator and/or Operations Manager.
- Performs grass, lawn and landscaping functions to all Township properties, cemeteries and parks as required.
- Performs janitorial functions in Township buildings, properties and park facilities as required.
- Assists in road construction and maintenance projects as required.
- Performs cemetery maintenance functions such as repairing headstones, opening and closing graves and other as required.
- Performs maintenance as required on Township property and equipment as required.
- Completes daily logs and time sheets as required.
- Reports any defects to machinery, property or process to the Maintenance Coordinator or Operations Manager promptly.

- Complies with all municipal and provincial occupational health and safety legislation, regulations, policies and procedures. Wears all safety apparel when required.
- Performs other duties as assigned.
- Ability to operate small equipment such as lawn tractor, lawn edger, etc.
- Ability to drive a pickup truck with trailer.

Knowledge and Skill

- Valid Class G Ontario Driver's Licence with clean abstract.
- Satisfactory police criminal record check is required.
- Ability to back up a small trailer.
- Ability to operate small power hand tools.
- Health and Safety Awareness Online Training Certificate preferred.
- Standard First Aid/CPR-C preferred.
- WHMIS certified preferred.

Experience

- Janitorial services, lawn maintenance, general building maintenance. Good mechanical aptitude for small equipment maintenance.

Hours of Work

The hours of work are:

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

Weekend and after hours work as required and scheduled.

Working Conditions

- Operating equipment, performing maintenance duties and assisting Public Works 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 financial repercussions, health and safety concerns, injury or embarrassment to Township staff or the general public.