The Corporation of the
Township of Algonquin Highlands

requires an

Operator - Dorset Yard

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 and qualified individuals for an existing full-time, permanent Operator position at the Dorset Yard.

Reporting to the Public Works Supervisor, the Operator provides a variety of construction, snow/ice removal, maintenance and repair services to roads, bridges, culverts and drainage and other road work, parks, cemeteries, landfills and lagoons, public access points such as docks and landings.

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.
- Previous experience operating a combination plow sander would be an asset.
- 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.
- Satisfactory Criminal Record and Judicial Matters Check is required.

Salary Range: $30.02 - $33.78 per hour /40-hour work 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.

Artificial intelligence (AI) is not used to screen, assess or select applicants.

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.

To Apply:

Qualified candidates are invited to submit a cover letter and resume by **3:00 p.m. on Thursday, November 12, 2026** 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:	Operator
Department:	Public Works
Location:	Public Works Yard – Stanhope or Dorset
Reports to:	Public Works Supervisor

Purpose

The Operator provides a variety of construction, snow/ice removal, maintenance and repair services to roads, bridges, culverts and drainage and other road work, parks, cemeteries, landfills and lagoons, public access points such as docks and landings.

Responsibilities

- Operates a grader, 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.
- 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 Public Works 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 driver's abstract.

Experience

- A minimum of two (2) years' experience with heavy equipment operation, snow plowing with a tandem and single axle truck, road construction and road maintenance.

Hours of Work

The hours of work are:

May through October: 6:00 a.m. – 4:30 p.m. Monday to Thursday.

November through April: 6:00 a.m. – 2:30 p.m. 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.
- Moderate to heavy physical demands related to manual labour in construction and maintenance projects.
- Regular exposure to dirt, oil, grease, weather conditions and hazards.
- Works shift work as required.
- Works on-call for emergency situations as required.
- Conducts patrol as required.

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.