



The Corporation of the Township of Algonquin Highlands

requires a

Maintenance Worker

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 permanent position of Maintenance Worker. Reporting to the Maintenance Coordinator, the 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:

- Ontario Secondary School Diploma.
- Standard First Aid/CPR-C.
- Health and Safety Awareness Online Training Certificate.
- Valid Class 'G' Ontario Driver's License with a clean driver's abstract.
- WHMIS certified.

Salary Range: \$27.80 - \$31.30/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.

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:

Please submit your cover letter and resume in confidence by **3:00 pm on Friday, June 19, 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: Maintenance Worker
Department: Public Works
Location: Public Works Yard - Stanhope
Reports to: Maintenance Coordinator

Purpose

The 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 tractors, lawn edger's, etc.
- Ability to drive pickup truck with trailer.

Hours of Work

The hours of work are:

May through October: 6:00 a.m. – 3:00 p.m. Monday to Thursday, 6:00 am – 12:00 p.m. Friday.

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

- Operating equipment, performing maintenance duties and assisting Public Works in extreme weather.
- Lifting of 50lbs (22.7kg).
- 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.

Education

- Ontario Secondary School Diploma.
- Standard First Aid/CPR-C.
- Health and Safety Awareness Online Training Certificate.
- WHMIS certified.

Experience

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

Knowledge and Skill

- Valid Class 'G' Ontario Driver's License with clean abstract.

- Ability to back up small trailer.
- Satisfactory police criminal record check is required.
- Ability to operate small power hand tools.

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.