



THE CORPORATION OF THE TOWNSHIP OF CENTRE WELLINGTON

PARKS AND ROADS OPERATOR PERMANENT, FULL TIME (40 HOURS PER WEEK)

The Township of Centre Wellington is a thriving and growing community of 31,000 residents with diverse urban and rural settings. Its close proximity to Guelph and Kitchener-Waterloo, diverse economy, active arts community and renowned natural features are among its many lifestyle advantages.

The Parks and Roads Operator is part of a front-line team directly responsible for carrying out the day-to-day maintenance and clean-up of parks and roads, so that the citizens of Centre Wellington can enjoy outdoor recreation in clean and well-maintained settings and can commute throughout the Township of Centre Wellington safely and easily. This position is designed to enable the Township to meet peak demand for services based on seasonal trends. In order to do so, this position reports to the Manager of Public Works during the winter season and the Manager of Parks for the remainder of the year.

The Parks and Road Operator performs various tasks in the maintenance of parks, green spaces, sports fields, horticulture, and trail systems within the Township. During the winter months, the Parks and Roads Operator performs a variety of duties associated with winter road and sidewalk maintenance which includes the operation of heavy equipment and/or vehicles which may require a valid DZ license and/or operation of snowplow/sanding equipment. The Parks AND Roads Operator is expected to adhere to all municipal and provincial legislation including the Occupational Health & Safety Act, Highway Traffic Act and Minimum Maintenance Standards.

ILLUSTRATION OF SCOPE OF POSITION

Duties include but not limited to:

PARKS DIVISION

Parks Maintenance

- Operates small tools/equipment and vehicles in a safe and appropriate manner.
- Performs general labour, maintenance and repair activities at all Community Services parks including but not limited to sport fields, playgrounds, basketball court, skate-park and pavilion.
- Performs general maintenance duties in the overall facility such as painting, replacing light bulbs and making minor carpentry and plumbing repairs.
- Ensures all work is performed in accordance with the Ontario Occupational Health and Safety Act.
- Notifies Supervisor and/or Coordinator to correct HVAC, refrigeration, electrical and plumbing concerns.
- Operates light vehicles, commercial mowers, tractors, small cutting/hedge trimming machinery, power tools, communication equipment and other specialized seasonal maintenance equipment assigned by the Coordinator in accordance with Township policies and procedures.
- Moves supplies, picnic tables and equipment as directed.
- Collects and disposed of garbage and litter as directed.
- Assists with setup, teardown and the operation of special events and functions.
- Sets up seasonal operations as directed (i.e. clearing trails, cleaning equipment, trail and park signage and setting up sports fields).
- Performs other related duties as directed by the Manager of Parks or designate.

Customer Service

- Ensures that all facilities and equipment are safe, ready for use, maintained in good repair, efficiently and effectively operated for the convenience and enjoyment of patrons and the public.

- Ensures quality customer service in all aspects of facilities operations consistent with department and corporate standards.
- Understands the standards of performance that are expected. Takes and/or recommends appropriate action to respond to facility performance issues.
- Ensures that park users act in an orderly fashion, reporting problems to the Supervisor; respond to routine inquiries related to the use of the park.
- Makes quick changes, when required, in shift and assignment schedules to accommodate the booking of programs and events.
- Performs duties with many different Community Groups with various projects (Lions Club, Horticultural Societies, Optimist, etc.).

PUBLIC WORKS DIVISION

Winter Maintenance

- Snow removal using back hoe with snow blade, 1 1/2 ton truck with snow blade and sander, large tractor with blower for roadside clearing and front end loader and trucks for street clearing.
- Plow truck operation including plowing, sanding, ice blading, sidewalk maintenance, ensuring public safety and adhering to municipal and provincial legislation.
- Performs Labourer activities related to snow clearing, road maintenance and other duties as assigned.
- Proper documentation of parking lot/road condition inspections and work performed.
- Reports conditions, damage, vandalism and other conditions to the Supervisor of Public Works.
- Carries out other duties as assigned by the Supervisor of Public Works or designate.

Sidewalk Clearing

- Operates sidewalk clearing machines, backhoe, loader, etc.
- Shovels and clear municipal parking lots, steps, building entrances and walkways.
- Reports road conditions, damage, vandalism and other conditions to the Supervisor of Public Works.

MINIMUM QUALIFICATIONS & REQUIREMENTS:

- Secondary School Diploma.
- Chain saw certification or willing to obtain.
- Possession and maintenance of a Class DZ driver's license with a clean driver's abstract.
- Minimum of 3 years' experience in grass maintenance and snow removal.
- Experience dealing effectively with co-workers and the public.
- Must be available to work weekends and outside normal working hours.
- Availability to work all shifts (day, afternoon, night) in the winter months.
- Good physical condition and able to perform heavy manual labour.
- Must be able to work independently and accomplish tasks and assignments.
- Ability to work collaboratively and cooperatively with co-workers and management staff.
- Demonstrate excellent oral and written communication skills with attention to detail and accuracy.
- Mechanical competencies and technical abilities to troubleshoot issues effectively and in a timely manner.
- Excellent organizational and time management skills to prioritize workload and meet deadlines.
- Must be able to use good judgment pertaining to decisions dealing with public complaints.
- Demonstrate excellence in customer service while being able to deal with difficult situations with tact and diplomacy.
- Ability to understand and abide by municipal policies, procedures and directives.

Hours of Work: This position works 40 hours per week.

Parks

- Availability to work all shifts - weekday and weekend day shift (static shift or rotation) required
- Weekday: Monday to Friday, 8 hours per shift
- Weekend: Friday to Monday, 10 hours per shift
- Some overtime may be required

Public Works

- Availability to work all shifts (day, afternoon, night, weekends - static shift or rotation) required
- Shift assignment and schedule to be determined annually
- Must be available for overtime on weekdays and weekends

Annual Salary: \$29.94 - \$33.67 per hour (2025 salary range)

How to Apply: Interested applicants are invited to submit their cover letter and resume combined in one document in MS Word or PDF format by email to careers@centrewellington.ca by **March 23, 2025, at 11:59 p.m.** Please quote job posting '2025-24' in the subject line.

To learn more about the Centre Wellington community and the requirements for this position, please visit the Township's web site at www.centrewellington.ca and search the Job Opportunities link. Please submit your cover letter and resume in one document in .PDF format and indicate the position title in the subject line of email. The successful candidate will be required to provide proof of current and valid certificate(s) and/or educational qualifications. We thank all those that apply; however only those candidates selected for an interview will be contacted. **No phone calls please.**

Information gathered relative to this position is done so in accordance with the Municipal Freedom of Information and Protection of Privacy Act and will only be used for candidate selection. Accessibility accommodations are available for all parts of the recruitment process. Applicants must make their needs known in advance.