



## THE CORPORATION OF THE TOWNSHIP OF CENTRE WELLINGTON

### Labourer

#### Community Services

#### PERMANENT, FULL TIME (3 VACANCIES, 40 HOURS PER WEEK)

Join the Township of Centre Wellington where you can make a meaningful impact in a thriving, innovative, and welcoming community. As the largest municipality in Wellington County, Centre Wellington combines the charm of rural living with the vibrancy of urban life, offering an exceptional quality of life for residents and visitors alike. Our organization values integrity, collaboration, and innovation. Here, you'll be part of a dynamic team delivering services, driving creative initiatives, and shaping a future where everyone feels connected and supported. Discover your opportunity to grow, lead, and belong at Centre Wellington.

Working within various Township Departments, the Labourer performs a variety of unskilled and semi-skilled tasks as required for operational maintenance, building and equipment repair, custodial care, and building security. Working both inside and outside, the Labourer position is responsible for performing general maintenance and custodial duties at outdoor sports fields, cemeteries, parks, boulevards and trails, sanitary and storm sewer collection systems, potable water distribution and supply systems, streets and sidewalks, recreational facilities, and other Township owned buildings/structures. Ability to work varied shifts including weekends and evenings is required.

#### **Main Duties and Responsibilities**

Performs cleaning and minor maintenance duties as assigned at various municipal locations and sites including:

- Dusts furniture and fixtures, washes and cleans doors and windows, dust-mops, collects and disposes of refuse, including litter from grounds
- Strips, washes and waxes floors
- Operates vacuum and polishing machines and automatic floor scrubbers
- Cleans lighting fixtures and changes lights, ceiling panels, globe covers and performs minor repairs
- Cleans change rooms, washrooms, sinks, toilets and floors and replenishes supplies as required in various Township owned buildings and structures including outdoor washrooms located throughout the municipality

The maintenance and minor capital construction of Township owned or operated facilities, buildings and structures such as:

- Opening and securing public facilities as required
- Custodial/janitorial duties including removing litter from grounds
- Regular departmental inspections of buildings and facilities including inspections for public safety and removal of obstacles and hazards
- Pool maintenance, sanitation, and janitorial duties
- General building maintenance and repairs
- Notifies supervisor of needed repairs to rooms and fixtures, including lighting and plumbing
- Opening and securing public facilities as required, assists with maintaining order in the behavior of users and by patrolling the facility/area to prevent theft and vandalism
- Sets up tables, chairs and other items as required by the user contract specifications
- Snow and ice removal
- Regular departmental inspections of buildings and facilities including inspections for public safety and removal of obstacles and hazards
- Unloading, loading and moving of supplies

Various duties supporting the operations of the Parks division, including:

- Support the Parks section with maintenance and duties as required
- Support the Forestry section with maintenance, such as brush cleanup and pruning
- Operate watering equipment, weed trimmers, small hand tools in turf, garden, and green space maintenance
- Maintain Township's shrub borders, floral displays, trees, and natural woodlots
- Perform watering duties including but not limited to planters and hanging baskets
- Support the Horticulturist with monitoring and maintenance of horticultural displays and flower beds

The operating, basic maintenance and related safety inspections of a variety of related equipment such as:

- Compressors, pneumatic hammers, cutters and compactors
- Chain saws, lawn mowers, wheeled tractors, powdered sewer augers, pumps and similar gas, diesel, electric or air powered tools
- Utility vehicles such as car and light trucks; wheeled tractors and compactors
- Hand tools such as axes, scythes, machetes, saws, pruning shears, hammers, shovels, rakes, etc. required to carry out assigned tasks.
- Ice making/maintaining equipment
- Janitorial equipment
- Set up and take down for event preparations as required
- Custodial duties such as picking up litter, floor care, sanitization, window cleaning as required
- Maintenance of log books as required (e.g. snow clearing log)
- Answering routine questions from the public
- Participating in departmental training
- Liaising with staff and supervisors
- Ensuring the facility rules and regulations are enforced and comply with approved departmental policies and procedures
- Any other duties as may be assigned

### **Minimum Qualifications and Requirements**

- High School Diploma or equivalent
- Minimum G driver's license and a clean drivers abstract
- Must hold or be willing to obtain a current Emergency First Aid, and CPR & AED certification
- Prior experience in general labour, road construction, warehouse, or manufacturing
- Prior experience in janitorial, grounds maintenance or building construction
- Experience and knowledge of hand, power tools, hydraulic tools
- Experience with painting, basic plumbing and electrical work
- Experience with landscaping equipment, tools, techniques
- Experience with driving pick up trucks, trailers and towing
- Experience working in a Municipal setting is an asset
- Experience working independently and in a team environment
- The successful candidate must be able to pass and maintain a clear Police Vulnerable Sector Check
- Some knowledge of equipment, facilities, materials, methods and procedures used in maintenance, construction and repair activities
- Working knowledge of the policies and regulations governing the use of municipal facilities and equipment
- Skill in operation of the listed tools and equipment
- Sufficient physical strength and stamina to perform the required duties, including ability to occasionally lift and/or move up to 25 kg
- Ability to work safely with working knowledge of relevant safe work practices as required for assigned tasks, demonstrated hazard awareness
- Ability to execute tasks efficiently, resolve issues with good judgement, report back on issues and outcomes
- Ability to demonstrate exceptional communication and customer services skills as necessary to establish and maintain effective working relationships with supervisors, co-workers, and the public
- Ability to understand and carry out written and oral instructions

- Competent in all Microsoft applications and general computer skills, including record keeping on mobile devices
- This position requires the availability to work varied shifts (days, afternoons, evenings, weekends, etc.) and the ability to work in various weather conditions.

**Work Location:** Township of Centre Wellington

**Hourly Rate:** \$22.48 [2026 Rate]

**How to Apply:** Interested applicants are requested to submit a **single document** that includes their resume (required) and optional cover letter in MS Word or PDF format by email to [careers@centrewellington.ca](mailto:careers@centrewellington.ca) by **June 26, at 11:59 p.m.** Please quote job posting '2026-39' in the subject line.

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. The Township of Centre Wellington is committed to an inclusive, barrier-free recruitment process. If you require accommodation at any stage, please contact us at [hr@centrewellington.ca](mailto:hr@centrewellington.ca)*

*The lands we know today as the Township of Centre Wellington have been home to Indigenous peoples since time immemorial. We acknowledge that we are on the treaty lands and traditional territory of the Anishinaabe and the Haudenosaunee ([read more](#)).*