



THE CORPORATION OF THE TOWNSHIP OF CENTRE WELLINGTON

SKILLED OPERATOR III

TEMPORARY, FULL TIME (1 VACANCY, 40 HOURS PER WEEK) 8 MONTH CONTRACT

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.

As part of the Public Works team, Skilled Operator III performs a variety of duties in conjunction with roads and works maintenance, including operating and repairing all departmental equipment, installing and maintaining road signs, maintaining the Township of Centre Wellington's buildings, facilities, and cemeteries, and installing and repairing municipal drains.

The incumbents working in this position are expected to adhere to all municipal and provincial legislation including the Occupational Health & Safety Act, Highway Traffic Act and minimum maintenance standards.

Main Duties and Responsibilities

Road Maintenance & Construction

- Repairs, replaces and installs municipal drain (including steel culverts, tiling, catch-basins, dikes, erosion control devices, etc.), safety devices, snow fences and other facilities.
- Repair and maintenance of asphalt roads and surfaces using cold or hot asphalt materials.
- Installs and maintains regulatory, warning and information signs in accordance with the Highway Traffic Act and Ontario Traffic Manuals, as assigned by the Supervisor of Public Works.
- Planting, pruning and removal of municipal owned trees.
- Urban and rural grass cutting on municipally owned lands and road allowances using small and large tractors.
- Grader operation including grading of roads and application of maintenance gravel.
- Installing retriever appliance on road grader, and using it for shoulder repairs and maintenance.
- Application of calcium to gravel roads ensuring proper use of chemicals, reporting potentially dangerous situations to Supervisor of Public Works
- Loading and hauling of dirt, gravel and sand for application, maintenance or repair of roads or road allowances. Organizing and placement of gravel trucks.
- Operation and maintenance of tools and equipment necessary for street sweeping, street cleaning, excavating ditches, sidewalk repair and maintenance, grass cutting, tree trimming, garbage collection, and general repair and maintenance.
- Surveying, obtaining ground elevations, staking area and measuring ditches, catch basins and roads for future paving.
- Operation of Vactor truck for clearing of catch basis, culvert cleaning and general maintenance.
- Line painting on streets and municipal parking lots adhering to municipal and provincial legislation.
- Ability to work from heights for the purpose of installing signage, banners and flags.
- Provide back up support to crossing guards as required.
- Collection of bagged leaves and debris as required.

- Carries out other duties as assigned by the Supervisor of Public Works or designate.

Road Maintenance - Winter

- Plow truck operation including plowing, sanding, ice blading, sidewalk maintenance, ensuring public safety and adhering to municipal and provincial legislation.
- Grader operation including grading of roads and plowing operations with one way and wing and ice blading.
- Maintenance and repair of equipment specific to winter conditions such as installation of plow and wings and tire chains.
- Snow removal using large tractor with blower for roadside clearing and front end loader and trucks for street clearing.
- Shoveling and clearing of municipal parking lots, steps, building entrances and walkways.
- Repair and maintenance of asphalt roads and surfaces using cold asphalt materials.
- Installs and maintains regulatory, warning and information signs in accordance with the Highway Traffic Act and Ontario Traffic Manuals, as assigned by the Supervisor of Public Works.

Maintenance, Operation AND Repair of Township owned Equipment, Buildings & Properties

Cemeteries

- Provides cemetery grounds maintenance, including grass cutting, gardening, opening and closing graves both full burials and cremation, assisting with the installation of vaults and memorial stones and backfilling.
- Collection of burial certificates and payments, ensuring proper documentation and reporting of burial information to the Legislative Services Department.
- Document burials in shop log book.

Equipment, Buildings & Properties

- Carries out routine maintenance and construction on Township buildings.
- Competently and safely operates machinery, tools and equipment including but not limited to: Municipal trucks, grader, sweeper, vactor truck, excavator, front end loader, backhoe, tractor, sidewalk maintenance vehicle, wood chipper, hot asphalt machine, lawnmower, weed eater, chainsaw, small hand tools.
- Ability to perform a variety of mechanical maintenance on equipment including oil changes, tire repairs, painting, wiring, soldering, various lights, and welding. Where possible, fabricates simpler equipment.
- Cleaning, maintenance and seasonal change to all types of equipment.
- In emergencies purchases items required for minor equipment repair and work duties, obtaining Supervisor of Public Works approval for major purchases.
- Recommends to Supervisor of Public Works improvements to equipment, procedures and other aspects of departmental operations.
- Assists with inventory maintenance, informing Supervisor of Public Works of low stock.
- Reports road conditions, damage, vandalism and other conditions to the Supervisor of Public Works, and carries out repairs as directed.

Record Keeping/Documentation

- Completion of reports and work orders relating to equipment checks, property and building inspections using Township approved processes and procedures.
- Organize materials and equipment for jobs and ensure all jobsite safety traffic plans and approvals are obtained before work proceeds.
- Accurate recording and completion of reports relating to road patrols, cold and hot patching repairs, sign installation and repair, fuel usage, snow plowing and sanding reports.

Training & Education

- Participation in all required training complying with the Occupational Health & Safety Act, Highway Traffic Act, Transportation of Dangerous Goods Act and Township of Centre Wellington policies and procedures.
- Continued education in defensive driving, fuel handling, confined space, chainsaw operation, cemetery operations and others as deemed appropriate by the Supervisor of Public Works.

Public Relations

- Regular interactions with residents, business owners, community service groups and contractors as it relates to Township services and within the appropriate level of authority.
- Delivering notices, brochures, pamphlets as required door-to-door to residents and property owners.
- Ensuring public safety at all work sites and interacting with the public answering any questions or concerns.
- Receiving payments and professionally interacting with grieving family members during the completion of cemetery responsibilities.

Minimum Qualifications and Requirements

- Completion of secondary school (Grade 12) or equivalent is required.
- Possession and maintenance of a Class DZ driver's license with a clean driver's abstract.
- Chain saw certification or ability to obtain.
- Completion of TJ Mahoney Road School – Construction and Maintenance sections.
- At least four (4) years' experience in the operation and repair of maintenance and construction equipment, including welding skills.
- At least two (2) years' experience driving DZ trucks in all types of weather.
- At least one (1) year's experience driving DZ trucks with plow and wing for winter control activities.
- Experience operating a plow and wing in manual transmission tandem truck for winter control.
- Experience operating a backhoe for excavating (rear).
- Must be familiar, and able to operate equipment, tools and machinery in the Infrastructure Services Department.
- Ability to work collaboratively and cooperatively with co-workers and management staff.
- 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.
- Be available to periodically work weekends and outside normal working hours.
- Ability to understand and abide by municipal policies, procedures and directives.
- Demonstrate excellence in customer service while being able to deal with difficult situations with tact and diplomacy.
- Demonstrate excellent verbal and written communication skills with attention to detail and accuracy.
- Must be able to use good judgment pertaining to decisions dealing with staff, scheduling, and public complaints.
- Participate in the on-call and call-out rotations.

Hours of Work: During the winter months, incumbents will work static or rotating shifts (days, afternoons, nights) to meet operational needs and must be available for overtime on evenings and weekends.

Work Location: Public Works East Garage (Fergus)

Hourly Rate: \$32.00 - \$34.95 [2026 Rates]

How to Apply: Interested applicants are requested to submit a **single document** that includes their cover letter and resume in MS Word or PDF format by email to careers@centrewellington.ca by **August 18, 2026, at 11:59 p.m.** Please quote job posting '2026-54' 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

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](#)).