



THE CORPORATION OF THE TOWNSHIP OF CENTRE WELLINGTON

Winter Control Operator and Utility Locator PERMANENT, FULL TIME (1 EXISTING VACANCY, 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.

The Winter Control Operator performs a variety of duties associated with winter sidewalk, walkway, and multi-use path maintenance which includes the operation light duty vehicles, snowplow, blower, and sanding equipment, and hand shoveling. In addition, the Winter Control Operator performs labourer activities related snow clearing, road maintenance, road condition inspections and work performed, and recordkeeping. The Utility Locator is responsible for scheduling and completing Ontario 1Call locate requests for water, wastewater and storm water utility services. Accurate and detailed documentation is required to protect municipal underground utilities during construction.

This position reports to the Supervisor of Public Works during the winter season and the Supervisor of Special Projects and Customer Services for the remainder of the year.

The Winter Control Operator and Utility Locator is expected to adhere to all municipal and provincial legislation including the Highway Traffic Act, Minimum Maintenance Standards, Ontario Underground Infrastructure Notification System Act, Safe Drinking Water Act, and the Occupational Health & Safety Act.

Main Duties and Responsibilities

Sidewalk and Road Maintenance

- Operate sidewalk clearing machines, sanders/salters, and snow blowers.
- Shovel and clear municipal parking lots, steps, building entrances and walkways.
- Apply de-icing materials as required and directed.
- Inspect the condition of municipal infrastructure (roads, sidewalks, multi-use paths, retaining walls, boulevards, signage, etc.) in the municipal right-of-way.
- Complete repairs to municipal infrastructure in the municipal right-of-way under the supervision of the Supervisor of Public Works.
- Complete various maintenance activities including tree and brush removals, tree and shrub pruning, pothole filling, and sign installations.
- Accurately complete all documentation required for review by appropriate staff.
- Perform other duties as assigned.

Utility Locating

- Plan, schedule, coordinate and monitor locate appointments to ensure timelines are met.
- Conduct research and analyze data regarding excavation locations, construction plans to determine actual locations of municipal infrastructure.
- Conduct municipal infrastructure locates, including water and sewer infrastructure.
- Operate electronic devices to determine the locations of buried municipal infrastructure.

- Mark utility lines using spray paint or flags.
- Accurate and detailed completion of locate forms, including sketches and field notes.
- Prepare documentation including status and closure reports for the locate program.
- Provide high-quality customer service both in-person and by other communication methods including customer troubleshooting and follow-up.
- Responsible, as an employee, for occupational health and safety.
- Traffic control using Highway Control Standards (MTO Book 7).

Other Related Duties

- Work with other Township staff to ensure accurate mapping is maintained.
- Assist in the development and implementation of locate standards procedures and practices for the Township.
- Perform other related tasks as assigned.

Minimum Qualifications and Requirements

- High school diploma or equivalent, with post-secondary education being an asset.
- Possession and maintenance of a valid Class G driver's license with a clean driver's abstract.
- One (1) year minimum experience in construction or related field. Experience specifically related to winter control equipment is preferred.
- One (1) year minimum experience in utility locating operations.
- 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.
- Demonstrate excellent verbal 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 available to work all shifts (day, afternoon, night), including weekends and holidays to meet operational needs.
- Ability to work outside normal working hours, including overtime, weekends, and/or holidays as required.
- Must be able to use good judgment pertaining to decisions dealing with public complaints.
- 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.
- General understanding of water, wastewater and storm water maps, drawings, records and blueprints.
- Familiarity with water distribution systems, wastewater collection systems and storm water systems in order to effectively obtain locate details.
- Technical aptitude to accurately operate locating equipment and various hand tools.
- Knowledge of environmental services roles, responsibilities and practices.
- Strong written and oral skills required to record information and relay to co-workers, contractors and the general public.
- Strong communication and interpersonal skills.
- Ability to work independently in a fast-paced team environment.
- Excellent time management, investigative, and organizational skills.
- General computer skills with knowledge of Microsoft Office (Word, Excel, Outlook) and GIS software.
- Demonstrated ability in the Township's core competencies including customer service, teamwork, flexibility/adaptability, and integrity.

Hours of Work:

Utility Locator

- Monday to Friday (day shift).
- Some overtime may be

Winter Control Operator

- Availability to work all shifts (day, afternoon, night – static shift or rotation) is required.

required.

- Must be available for overtime on weekdays and weekends.

Work Location: Multiple locations in Centre Wellington:

- 295 Queen Street East (Fergus)
- Public Works East Garage (Fergus)
- Public Works West Garage (Elora)

Hourly Rate: \$29.36 – \$33.03 [2026 Rate]

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 28, 2026, at 11:59 p.m.** Please quote job posting '2026-53' 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](#)).