



The Municipality of Trent Hills  
Invites Applications for the Vacant Positions of

**Temporary Equipment Operator**  
November 2026 – April 2027

**Casual Equipment Operator**  
November 2026 – April 2027

**Temporary Winter Patrol/Night Patrol**  
November 2026 – April 2027

The temporary Equipment Operator is responsible for performing a wide range of construction, snow and ice control, maintenance, and repair services on roads, roadsides, signage, culverts, drainage systems, public property, and other municipally owned infrastructure to ensure public safety and accessibility. This role also supports various functions within Public Works operations as required. This position is employed full-time for the duration of the contract.

Casual Equipment Operators are employed by the Municipality on an as needed basis and perform the same duties as the temporary Equipment Operator.

The temporary Winter Patrol/Night Patrol Operator is responsible for monitoring and assessing overnight road and weather conditions in support of the Municipality's winter maintenance program, performing snow and ice control operations, and assisting with the maintenance of municipal roads, sidewalks, parking lots, and other municipal facilities to help ensure safe travel for the public. The incumbent is also responsible for maintaining accurate records of road conditions, patrol activities and operations responses. This position is employed full-time for the duration of the contract and is required to work night shifts.

**Temporary and Casual Equipment Operator Qualifications:**

- Minimum Grade 12 Diploma with preference for technical studies or equivalent industry courses in heavy equipment operations
- One (1) to three (3) years' experience in a public works environment and road construction, winter control operations and maintenance, and related heavy equipment operations including but not limited to backhoe, grader, loader, snow and ice removal equipment
- Minimum Class "D" drivers license, Z endorsement
- Certification in Traffic Flagging, First Aid/CPR and WHMIS
- Valid and satisfactory Criminal Record Check and Driver's Abstract

**Temporary Winter Patrol/Night Patrol Qualifications:**

- Minimum Grade 12 Diploma with preference for technical studies or equivalent industry courses in heavy equipment operations
- One (1) to three (3) years' experience in a public works environment and road construction, winter control operations and maintenance, and related heavy equipment operations including but not limited to backhoe, grader, loader, snow and ice removal equipment
- Minimum class "D" driver's license, Z endorsement
- Certification in First Aid/CPR and WHMIS
- Minimum Maintenance Standards for Municipal Highways Regulation 239/02
- Valid and satisfactory Criminal Record Check and Driver's Abstract

The pay range for these positions is \$29.19 - \$33.79 per hour.

Work Location: 315 County Road 38, Campbellford ON  
189 Alma Street, Campbellford, ON  
12 Dudley Road, Warkworth, ON  
146 Elgin Street, Hastings, ON

Resumes will be received until **2:00 p.m. on Thursday, August 27, 2026**. Please send resumes to the following address clearly indicating the position applying for:

Kari Petherick, Coordinator of Human Resources  
Municipality of Trent Hills  
P.O. Box 1030  
66 Front Street South  
Campbellford, ON K0L 1L0  
Telephone: (705) 653-1900 ext. 225  
[kari.petherick@trenthills.ca](mailto:kari.petherick@trenthills.ca)

The Municipality of Trent Hills is an equal opportunity employer that is committed to inclusive barrier-free recruitment and selection processes. We are pleased to accommodate individual needs in accordance with the Accessibility for Ontarians with Disabilities Act, 2005. Please let us know if you require accommodation at any time during the recruitment process. We thank all applicants who apply but advise that only those selected for an interview will be contacted.

**Position:** Equipment Operator  
**Department:** Public Works  
**Reports to:** Manager of Roads and Urban Services,  
Assistant Manager of Roads and Urban  
Services, Roads Leadhand



## **Union Affiliate**

## **Position Summary:**

The Equipment Operator is responsible for performing a wide range of construction, snow and ice control, maintenance, and repair services on roads, roadsides, signage, culverts, drainage systems, public property, and other municipally owned infrastructure to ensure public safety and accessibility. This role also supports various functions within Public Works operations as required.

## **Duties and Key Responsibilities:**

### **Program/Service**

- Safely and efficiently operates winter maintenance equipment, including snowplows, sanders, and snow blowers, to support snow and ice control operations.
- Operates heavy equipment to perform tasks such as trenching, loading and transporting materials, breaking rock or concrete, backfilling excavations, grading and leveling road surfaces, and clearing snow and ice.
- Performs maintenance and upkeep of various municipal infrastructure including roads, vehicles, drainage systems, culverts, trees, facilities, streetlights, and stormwater systems to ensure safe and reliable operation.
- Conducts preventative maintenance and performs repairs, debris removal, and replacement of facility equipment or components that are worn, malfunctioning, leaking, or otherwise in need of service.
- Creates detailed reports on all repairs conducted to create a performance history, and in accordance with health and safety requirements.
- Maintains an account or inventory of materials at hand, parts and materials used.
- Works with and/or liaison with contractors and repair shops for repairs which cannot be done on site or by on-site personnel.
- Complies with and adheres to established operating procedures and schedules for the facilities, particularly those established for emergency situations.
- Adheres to all applicable policies, guidelines, and regulations.
- Reports to the Manager of Roads and Urban Services and/or Assistant Manager of Operations any non-compliance situations.

- Maintains a facility log of equipment performance, unusual occurrences and corrective action required, for reference purposes.
- Performs locate services of municipal infrastructure.
- Notifies Managers and Fleet Department of any concerns regarding the repair or safe operation of equipment.
- Performs road patrol duties as required.
- Maintains general cleanliness of grounds.
- Responds to emergency situations.
- Attends seminars, conferences, workshops, classes, lectures, etc., as appropriate, and reviews professional journals, to enhance and maintain knowledge of trends and developments.
- Maintains and updates contingency plans and WHMIS data, as assigned.
- Assists in all areas of road and roadside maintenance.
- Provides support to other maintenance staff.
- Safe handling of chemicals.
- Maintains records of operation and complete related standard reports.
- Repairs minor mechanical faults to vehicles and equipment by following maintenance and servicing schedules (i.e. clean, lubricate and conduct operational checks on equipment).
- Reports major faults to vehicles and equipment and recommend repairs/replacement.
- Maintains and inspects streets, sidewalks, streetlights, storm system, public buildings, and grounds for conformity to municipal/provincial standards and reports deviations to Manager.
- Removes litter, snow, ice and other obstructions from roads and sidewalks and other public properties.
- Cuts and trims trees.
- Practices and observes safety procedures.
- Follows the signals of crew members while operating equipment.

### **Administration**

- Daily reporting of work performed on standard report forms provided.

### **Miscellaneous**

- Deals continuously and courteously with the public while maintaining a proper image of the Municipality.
- Ensures that stock and tools are properly maintained.
- Responds to request for service from the public as assigned.
- Performs other duties related to the support of the Public Works Department and the Municipality.
- Maintain appropriate liaison with Manager and staff as well as other agencies such as utilities, consultants, provincial officials, etc.

### **Position Qualifications:**

- Minimum Grade 12 Diploma.
- One (1) to three (3) years of experience in a public sector works environment, including road construction, winter maintenance operations, and the operation of heavy equipment such as backhoes, graders, loaders, and snow and ice control equipment.
- Preference for technical studies or equivalent industry courses in heavy equipment operations.
- Further training on Traffic Flagging, Confined space, First Aid/CPR, WHMIS.
- Minimum class “D” Driver’s license, Z endorsement with a satisfactory driver’s abstract.
- Desirable Class “A” Driver’s license, Z endorsement with a satisfactory driver’s abstract.
- Valid and satisfactory Criminal Record Check.
- Good physical condition required to conduct inspections, traverse work sites and perform activities in confined and limited spaces, lift heavy objects (50 lbs or less) and handle tools used in performing related duties.
- Knowledge of:
  - Road and roadside construction and maintenance practices and standards.
  - Heavy equipment operations and routine maintenance.
  - Occupational Health and Safety Act and safe working practices, workplace health and safety standards and practices.
  - Safe operation of equipment and vehicles.

### **Key Performance Competencies:**

- Ability to work outdoors, in noisy, dusty and dirty environments, confined spaces and in variable weather conditions.
- Ability to work varied shifts, overtime and weekend work.
- Ability to evaluate operation and performance of related storm systems, including input to assist Manager in planning, organizing and directing functions of the division.
- Ability to work safely with others and on your own.
- Ability to record and maintain accurate records.
- Ability to deal effectively with contractors, agencies, utilities and members of the general public in a courteous and helpful manner.
- Ability to sit for long periods of time on vibrating or bouncing machinery.
- Ability to communicate effectively.
- Ability to work varied shifts, overtime and weekend work.
- Ability to safely and efficiently operate a variety of specialized heavy construction equipment, including but not limited to backhoe, grader, loader, snow and ice removal equipment, etc.

- Ability to perform routine maintenance on specialized heavy equipment.
- Ability to operate smaller hand tools and equipment used in construction (i.e. chain saws, etc.).
- Ability to lift heavy objects.

### **Decision Making and Judgement:**

Directly supervised by the Leadhand or Manager.

Judgement is exercised in:

- Responding to emergency and call-out situations in an efficient and timely manner.
- Working without supervision once the task has been outlined by the Supervisor.
- Notifying Supervisor of operational problems or issues as necessary.
- Ensuring that work activity is carried out in accordance with the standards maintained and approved by the Municipality.
- Notifying supervisor of operational problems of the Highway Traffic Act, Ontario Provincial Standards, and Specifications and any other standards maintained by the Municipality.

### **Planning:**

- Plans activities related to work assignments on a day-to-day basis.

### **Interpersonal Skills/Contact:**

- Interpersonal skills to work with co-workers, contractors and provide information to the public.

#### **Internal**

- With other co-workers and/or contractors for the purpose of sharing information to complete work assignments.

#### **External**

- With the public to provide information, ensuring courteous and tactful relations.

## **Working Conditions:**

### **Environment**

- Work outdoors on a frequent and as is required basis.
- May be exposed to inclement weather and potentially hazardous working environments.
- Work in confined and tight spaces to access parts and sections of equipment requiring maintenance.
- Exposure to hazardous chemicals in the regular performance of the duties of the position.
- Work overtime and unusual hours to handle public work emergencies.

### **Impact of Errors:**

- Errors could endanger personal or public health and safety create poor public relations, loss of professional credibility.
- Errors could cause damage to public infrastructure or equipment causing disruptions in service and inconvenience to the public.

## **Approval and Revision History**

Approved By: Manager of Roads and Urban Services

Signature:

*Neil Allanson*

Name: Neil Allanson

Date Approved: June 18, 2026

## **Employee Acknowledgement**

I acknowledge that I have read and understand the duties and responsibilities of this position.

Employee Signature:

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Date:

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**Position:** Winter Patrol/Night Patrol  
**Department:** Public Works  
**Reports to:** Manager of Roads and Urban Services,  
Assistant Manager of Roads and Urban  
Services, Roads Leadhand



**Union Affiliate**

**Position Summary:**

The Winter Patrol/Night Patrol Operator is responsible for monitoring and assessing overnight road and weather conditions in support of the Municipality's winter maintenance program, performing snow and ice control operations, and assisting with the maintenance of municipal roads, sidewalks, parking lots, and other municipal facilities to help ensure safe travel for the public. The incumbent is also responsible for maintaining accurate records of road conditions, patrol activities and operations responses.

**Duties and Key Responsibilities:**

**Program/Service**

- Operate winter control equipment, including but not limited to snow plow, sander unit, snow blower, etc. in a safe and efficient manner.
- Provide support to maintenance staff.
- Maintenance and upkeep of various municipal infrastructure, roads, sewers, sidewalks, vehicles, etc.
- Repair minor mechanical faults and report major faults to vehicles and equipment.
- Calling in staff to perform winter control duties.
- Other duties as assigned related to the basic purpose of the position.

**Position Qualifications:**

- Knowledge of:
  - The Municipality of Trent Hills.
  - Road and roadside construction and maintenance practices and standards.
  - Heavy equipment operations and routine maintenance.
  - Occupational Health and Safety Act and safe working practices, workplace health and safety standards and practices.
  - Safe operation of equipment and vehicles.
- Minimum Grade 12 Diploma with preference for technical studies or equivalent industry courses in heavy equipment operations;

- One (1) to three (3) years' experience in a public works environment and road construction, winter control operations and maintenance and related heavy equipment operations including but not limited to backhoe, grader, loader, snow and ice removal equipment, etc.
- Minimum class "D" Driver's license, Z endorsement with a satisfactory driver's abstract.
- Desirable Class "A" Driver's license, Z endorsement with a satisfactory driver's abstract.
- Valid and satisfactory Criminal Record Check.
- Further training on First Aid/CPR and WHMIS.
- Minimum Maintenance Standards for Municipal Highways Regulation 239/02.

**Key Performance Competencies:**

- Ability to work outdoors and in variable weather conditions.
- Ability to work with others and on your own.
- Ability to work
- Ability to operate heavy equipment and perform routine maintenance.
- Ability to lift heavy objects.
- Ability to work varied shifts.

**Working Conditions:**

- Work outdoors on a regular basis;
- Frequently exposed to inclement weather and potentially hazardous working environment;
- May be required to work overtime and unusual work hours to handle Public Works emergencies; and
- Errors could endanger personal or public health and safety and could cause damage to public infrastructure or equipment causing disruptions in services and inconvenience to the public.

**Approval and Revision History**

Approved By: Manager of Roads and Urban Services

Signature:

*Neil Allanson*

Name: Neil Allanson

Date Approved: June 18, 2026

**Employee Acknowledgement**

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