

## Job Opportunity

**The Corporation of the Town of Orangeville**  
invites applications for the position of

### **Parks/Public Works Operator** **Community Services Department** (Full-time position, 40 hours per week)

Located on the north-west edge of the Greater Toronto Area, less than one hour's drive from Toronto and yet only moments away from the unspoiled, natural beauty of the Niagara Escarpment, the Town of Orangeville ("Town") offers an excellent combination of location, small town charm and urban amenities. Situated in the picturesque natural setting of the Hills of Headwaters, Orangeville is home to over 30,000 residents and is the largest urban community and regional service centre within the County of Dufferin. Orangeville is a great place to raise a family, with an excellent quality of life and a strong sense of community. The Town is committed to a value based, thriving and collaborative work environment that supports our employee's success. Our employees are passionate about delivering high-quality programs and services to our residents and are proud to contribute to making Orangeville one of the exceptional places to live in Canada.

The Parks/Public Works Operator is responsible for performing a variety of duties to maintain and operate public parks, open spaces, trails, sports fields, outdoor rinks, splash pads as well as roads and sidewalks and equipment operations.

This position will work in the Parks and Public Works divisions in the dual role of Parks/Public Works Operator depending on the needs of the divisions at a given time. The time spent with the Public Works division will be during the winter control operations period (approximately five months) on overnight shifts, and the rest of the time will be spent with Parks (approximately seven months) on weekdays, evenings and weekends shifts.

#### Job Duties (Parks):

- Conducting operation and maintenance of various parks and associated amenities and facilities which include general repairs and maintenance, painting, winter snow and ice control, building/maintenance outdoor rinks, inspecting playgrounds, cleaning, collecting refuse, litter picking, snow removal; assisting in the general maintenance of trees, shrubs, perennial and annual plantings, parks construction and maintenance of parks yard and equipment.

- Performing operation and maintenance of sports fields and turf maintenance to include layouts of fields, multi-purpose sports pads, grooming, shut down/start-up of irrigation systems, cutting/trimming, top dressing, over seeding, fertilizing, aerating, sodding, mulching and watering.
- Operating a variety of equipment to conduct parks operation, sports fields, and turf maintenance; performing daily and seasonal maintenance on equipment/vehicles, which include oil/hydraulic fluid changes, air filters, greasing, and participates in safety drills and in the use of safety equipment.
- Other duties as assigned.

#### Job Duties (Public Works):

- Performing manual labour and winter control operations both during and outside normal working hours.
- Completing maintenance tasks and other duties, which are the responsibility of the Infrastructure Services Department; assisting with the operation and maintenance of the municipal sanitary sewer collection system, storm drainage system, roads, and transportation system including sidewalks and the cemetery; and organizing all tools and resources required to carry out assigned tasks.
- Operating municipally owned or rented equipment including trucks, loaders backhoes and other equipment used for maintenance, performing daily and seasonal maintenance on equipment/vehicles; inspections, oil/ hydraulic changes, air filters, greasing.
- Other duties as assigned.

#### Qualifications:

- Completion of Secondary School Graduation Diploma or equivalent.
- One (1) to two (2) years' experience working in a municipal parks and public works environment.
- Standard First Aid/CPR/AED.
- Playground Inspection Certificate.
- Certified Pool Operator.
- Pesticide Certificate is an asset.
- Valid Class "DZ" Ontario Driver's License in good standing
- Mechanical skills including the ability to operate various parks and public works equipment, and the ability to perform basic maintenance.
- Working knowledge of Microsoft Office and Xplor Recreation.
- Good oral and written communication skills, able to deal with customers and the public in a cordial manner.
- Must be in good physical condition, and able to work long hours.

**Successful candidates will be required to complete a background check, including but not limited to a Vulnerable Sector Check, in accordance with the duties of this position.**

**Hourly Range:** \$31.48 to \$36.82, Band 6 on the Town's 2025 pay grid, plus a comprehensive benefits package

Qualified candidates are invited to submit their resumes, in confidence, to Sarah Mayer, Co-ordinator, Human Resources, no later than 4 p.m. on **Friday, January 17, 2025**. Applications may be submitted online or submitted in person to the Town Hall located at 87 Broadway. Please do not email your application.

To select the best candidates to serve the Town of Orangeville and its people, several screening tools, including Police Record Checks are required as part of the hiring process for some employment or volunteer positions. When requested, applicants are required to provide a Police Record Check as a condition of their offer of employment. Police Record Checks must be dated within three (3) months of the employment offer to be considered valid. The specific type of Police Record Check required will be indicated in the job posting qualifications.

The Town of Orangeville is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance. By submitting your personal information to the Town of Orangeville, you consent to the collection, use, and disclosure of that information in connection with our recruitment, hiring and/or employment processes. Personal information on this form is collected under the authority of the Municipal Act, 2001, S.O. 2001, c.25, as amended, and will be used to determine the qualifications for employment with the Town of Orangeville. Questions about this collection should be directed to the Manager, Human Resources at 87 Broadway, Orangeville, Ontario L9W 1K1.