



OAKVILLE

THE CORPORATION OF THE TOWN OF OAKVILLE

JOB POSTING

POSITION ID: 4210-002

CALL NO. 25-4055

Job Designation:	Traffic Repairperson - Signs
Department:	Roads and Works Operations
Job Details:	Permanent Full-Time (CUPE 136)
Salary Range:	\$34.56 (Full Time Rate)
Pay Grade:	405
Closing Date:	Applications for this position must be received at oakville.ca no later than 11:59pm on April 13, 2025 .

Job Responsibilities:

Reporting to the Supervisor of Traffic Operations this position performs duties primarily related to the installation and maintenance of traffic signs. Specific Duties shall include:

- Installation, maintenance and repair of all traffic control and street name signage, in accordance with the Ontario Traffic Manuals, Municipal Act and the Highway Traffic Act
- Installation, maintenance and repair of parking operations equipment
- Installation and maintenance of road closures and detours for community and special events, construction projects and emergencies
- Scheduling utility locates with private and public sector agencies
- Graffiti removal, carpentry, painting, welding, and concrete, as required
- Snow removal at school crossings and PXO locations
- Creation & Completion of work orders
- Completion of traffic control plans and set-up of required temporary traffic control devices
- Maintenance of accurate records, including updating inventory systems in CIS, and GIS, HOS Logs, and diaries of daily activities
- Liaison with Public Works staff, other Town Department, public sector agencies, contractors and Town residents, regarding sign installation and maintenance concerns
- Maintain vehicles and equipment in a clean, tidy condition, makes regular inspections, reports deficiencies, etc. in a prescribed manner
- Required to hand-dig sign installations and to work outdoors during all weather conditions.
- Required to work weekends/nights during special events
- Will be frequently assigned periods for stand-by/on-call duties for overnights and weekends throughout the year
- Accountable for all vehicles, tools and equipment assigned
- Produces signs using computer and sign fabricating equipment
- Performs other duties as assigned

Qualifications:

- Applicants must have a Grade 12 diploma and a minimum of two years experience in municipal traffic operations.
- The successful applicant must also possess IMSA Traffic Signs Level 1 or equivalent from IMSA Ontario, and Work Zone Safety.
- Familiarity with the Occupational Health and Safety Act, Ontario Traffic Manuals, Highway Traffic Act and Municipal Act is also required. Comprehensive knowledge of Ontario Traffic Manual Book 7 – Temporary Conditions, including how to document and set-up traffic control plans is essential.
- The successful candidate must possess superior organizational abilities and work well independently, with limited supervision.
- Good verbal and written communication and analytical skills are important, as are effective interpersonal skills to enable the candidate to represent the Department in a professional and

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courteous manner in dealing with a wide variety of individuals (technical and professional colleagues, other Town staff, contractors, residents and the general public).

- Candidates must be available for stand-by duty, after hours service calls and work related to special events on nights, weekends and holidays.
- Must hold and provide a copy of a valid and unrestricted Ontario Driver's Licence Class DZ minimum (standard and automatic transmission) with a driving record that demonstrates responsible and safe driving behavior. **Note:** Applicants with 6 or more points are ineligible for consideration. The successful applicant, who is a new hire, will be required to provide the Corporation with a current drivers abstract (no older than 30 days) and pass a Town administered road test as a condition of employment.

DATED: [March 11, 2025](#)

This job profile reflects the general requirements necessary to perform the principal functions of the job. This does not include all of the work requirements of the job. Applicants are required to demonstrate through their application and in the interview process that their qualifications match those specified. The minimum threshold score for the interview is 75%.

We thank all applicants and advise that only those selected for an interview will be contacted.

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Personal information collected from applications and resumes is collected under the authority of the *Municipal Act, 2001*, and will be used to determine qualifications for employment. Questions about this collection of information should be directed to Human Resource Services, 1225 Trafalgar Road, Oakville, Ontario L6H 0H3