

Patrolperson

Reporting to the Supervisor of Roads Operations and Maintenance through the Working Foreperson - Roads Operations and Maintenance, the Patrolperson is accountable for effectively conducting and completing day to day work assignments in the field including seasonal maintenance tasks and supporting various contracted services programs as required.

With the support of and in consultation with the Working Foreperson, this position is responsible for performing winter patrols including; planning winter maintenance responses, monitoring weather and surface conditions, maintaining, completing and submitting accurate detailed patrol records and other supporting documents and processes as well as providing communication updates. This position is responsible for monitoring, tracking, forecasting and accurately reporting staff hours of service. While performing these duties, with the support of the Working Foreperson, the Patrolperson is responsible for delivering appropriate decisions regarding the commencement and follow-through of all winter maintenance activities, including contracted services, in accordance with the Towns' levels of service objectives and the Ontario Minimum Maintenance Standards Reg. 239/02 and other applicable Legislation.

Job Duties Include

The responsibilities and duties of this position includes but is not limited to:

- Perform scheduled inspections of roadway and related infrastructure
- Support various seasonal contracted services programs
- Perform assigned tasks using manual or mechanical means as assigned/required such as, but not limited to, pothole repair, sign install/repair, shoulder drop offs, manholes/catch basin and other storm sewer infrastructure repairs, fence repair, sod repair, sidewalk trip hazard removal/repair, surface discontinuity repair, power and hand sweeping of infrastructure, install and maintain asphalt pavement markings, roadside mowing, roadside protection repair, litter and illegal dumping removal; storm pond maintenance
- Perform a variety of maintenance functions during the winter control season such as, but not limited to, snow clearing and salting of roads, sidewalks, trails, parking lots
- Accurately observe, assess, document, report and address surface conditions to infrastructure such as, but not limited to, roadways, sidewalks, trails and parking lots by conducting a patrol/inspection, as required.
- In consultation with Working Foreperson, responsible for delivering appropriate decisions regarding the commencement of winter maintenance activities by dispatching and assigning staff and contracted services, in accordance with the Towns' service levels and the Ontario Minimum Maintenance Standards Reg. 239/02 and other applicable Acts, Regulations, protocols, policies etc.
- Provide guidance and direction to staff regarding operational assignments, assigning routes, equipment and tasks
- Responsible for accurately maintaining complete and legible detailed records such as, but not limited to; weather conditions, weather forecast, surface conditions, work assignments and hours of work for all staff

- Responsible for responding and addressing after-hours calls unrelated to winter control and delivering excellent, professional customer service
- Safely, competently and efficiently operate small to heavy duty construction, maintenance and inspection equipment with and without attachments such as, but not limited to; pick-up trucks, stake trucks, single axle dump truck or greater (with plow and wing), tractor backhoe, road grader, wheel loaders, tractors, full size sweepers, mini and rotary sweepers, paint machine and trackless type equipment
- Safely, competently and efficiently operate small to large motorized and non-motorized hand tools such as, but not limited to, hedge trimmers, jack hammers, litter pickers
- Accurately and legibly complete and submit the hours of work/service, tables/graphs to ensure compliance with Highway Traffic Act (HTA)
- Provide support for Road Occupancy and Municipal Consent processes from time to time

Qualifications/Skills

- Successful completion of a Secondary School diploma or equivalent GED
- Minimum 3 years of demonstrated experience in roadway construction or municipal roadway maintenance including operating small to heavy duty equipment and other equipment associated with road construction and maintenance or an approved combination of.
- Minimum of 3 years of demonstrated experience using various construction materials, techniques, processes and practices as they relate to municipal infrastructure repair such as roads, sidewalks, and other general and construction practices.
- Minimum of 4 seasons of winter control experience, including, patrolling, plowing and salting roads (operating a single axle truck or greater with a plow, wing and salter attached), sidewalks, parking lots and trails using the appropriate equipment.
- Demonstrate good working knowledge of the maintenance of wide range of infrastructure and building construction repair materials and methods including, but not limited to: asphalt, concrete, storm sewer systems, various fencing configurations, interlocking brick installations and storm ponds
- Demonstrate a good working knowledge of the use and applications of various materials, equipment, techniques, procedures and best practices as they relate to winter maintenance services
- Demonstrated a good understanding of applicable standards for roadway maintenance
- Successfully demonstrated the ability to work with minimal Supervision
- Solid understanding of the Ontario Minimum Maintenance Standards with the ability to interpret and apply these standards in the field as required
- Possess and maintain a valid Ontario Class "D" Driver's License with "Z" endorsement and acceptable driving record
- Successful completion of the OGRA T.J Mahoney Road School or greater or an approved equivalent would be considered an asset
- Demonstrated excellent record keeping and handwriting skills to ensure accurate and legible records
- Ability to work as a team and build confidence and knowledge using professionalism, constructive tactful feedback and team-based skills daily
- Ability to coordinate and effectively communicate with various contracted services providers

- Demonstrated ability to provide guidance and direction to staff and contractors in relation to monitoring, initiating and responding to a winter event including call out of staff
- Demonstrated ability to function well as a contributing member of a service delivery team
- Demonstrated excellent communication and customer service skills
- Scheduled to work after hours from time to time
- Strong working knowledge in Microsoft Office Suite programs (Outlook, Excel, Word)
- Upon being hired, ability to provide a current criminal reference check satisfactory to the Town of Ajax

What is Offered to Staff

- **Compensation:** \$36.05 - \$38.61 per hour
- **Benefits:** The Town offers full-time staff a comprehensive benefit package with paid sick and vacation leave; Parental Leave Top-up; Employee & Family Service Program; Health & Wellness Program, Town of Ajax Fitness Centre membership; plus a defined benefits pension (OMERS pension).

Hours of Work

This is a unionized position that works a 40 hour work week. The hours of work are in accordance with the CUPE Collective Agreement. In the summer season, the position works 7:30 a.m. to 4:00 p.m. from Monday to Friday. During the winter season, the Patrolperson is assigned to one of three shifts for the duration of the winter control season - see shifts below:

- **Shift 1:** Consisting of midnights - Sunday to Friday (non-rotating shift)
- **Shift 2:** Consisting of afternoons, nights and weekends on a rotational schedule of 9 consecutive days on and 5 consecutive days off (rotating with Shift 3)
- **Shift 3:** Consisting of afternoons, nights and weekends on a rotational schedule of 9 consecutive days on and 5 consecutive days off (rotating with Shift 2)

How to Apply

To learn more about this exciting opportunity, go to www.ajax.ca and apply by midnight on November 16, 2025!

Equal Opportunity Employer

The Town of Ajax is committed to employment equity and building a workplace where all employees feel valued, respected and supported. We welcome applications from candidates of all backgrounds, especially those who have been historically excluded, including Black and Indigenous people, racialized communities, disabled persons, 2SLGBTQIA+ individuals, and others facing systemic inequities. If selected for an interview, you will be provided with an opportunity to indicate your access needs. We are committed to ensuring an accessible and respectful hiring process.