



The Township of Oro-Medonte requires an **OPERATIONS & COMMUNITY SERVICES ASSISTANT - TRANSPORTATION**

The Township of Oro-Medonte is a rural jewel located in the County of Simcoe less than one hour north of Toronto, nestled between the cities of Barrie and Orillia, with direct access to Highways 11, 12 and 400. With a population of 23,000, Oro-Medonte offers the largest geographic area in the County of Simcoe, covering a land mass of 61,000 hectares, stretching from the westerly border with Barrie, the southerly border with Lake Simcoe, the easterly border with Orillia and Severn Township, and the northerly border shared with Tay and Severn Townships.

Oro-Medonte is home to the Lake Simcoe Regional Airport; one of the newest and best positioned regional airport facilities in Canada, that is fully serviced by the Canada Border Service Agency and maintains a Commercial Port-Of-Entry status. Several established commercial businesses are located in Oro-Medonte, with the industrial sector continuing to grow. Complementing the industrial sector are service, specialty, and tourism related businesses, including two popular alpine ski areas (Horseshoe Resort and Mount St. Louis Moonstone) and Hardwood Ski and Bike, a well-known nordic ski, mountain biking, and hiking area. Township Council and staff are committed to sustainable, well-planned development, resulting in Oro-Medonte being a vibrant community for local residents and visitors.

The Township is currently seeking an experienced professional, with the knowledge, skills and abilities to fill the full-time role of **Operations & Community Services Assistant – Transportation**. Reporting to the Director, Operations & Community Services, the Operations & Community Services Assistant - Transportation shall be responsible for coordinating and executing administrative and customer service functions for the Operations & Community Services Department. In addition, duties will include but not limited to preparation and tracking of customer requests and work orders, annual moving, road entrance and road occupancy permits as well as project and claim tracking.

The preferred applicant must have a sound knowledge of business administration normally acquired through a Community College in Business or Office Administration combined with a minimum of one (1) year related municipal experience. Applicants must have knowledge of transportation along with the operations and framework of a municipal government.

These skills combined with excellent customer service, interpersonal, organization, time management, records keeping, computer software applications at the intermediate level, problem solving and the ability to work in a fast-paced environment is required.

This bargaining unit position offers a salary commensurate with experience and education (2024 Salary range \$24.56 to \$29.51), plus a competitive and attractive benefit package. **Individuals having these qualifications are encouraged to submit a resume and letter of application by 12:00 noon, Monday March 25, 2024, via the link below.** *We thank all applicants; however, only those considered for an interview will be contacted.*

[Apply Now!](#)

The Township of Oro-Medonte is committed to an inclusive, barrier-free environment. Accommodation will be provided in all steps of the hiring process. Please advise the Township of Oro-Medonte Human Resources Department if you require any accommodations to ensure that you can participate fully and equally during the recruitment and selection process. We thank all applicants; however, only those considered for an interview will be contacted. Personal information is collected pursuant to The Municipal Freedom of Information and Protection of Privacy Act and will be used for the purpose of the candidate selection. Questions about this collection should be directed to The Director, Human Resources.