



We're looking for an Operations Technician I (Contract up to 6 months) to join Clarington's Public Works team!

If you require this information in an alternate format, please contact the Accessibility Coordinator at 905-623-3379 ext. 2131.

Why Clarington

Clarington is a place of possibilities.

With a population set to double by 2051, Clarington is one of the fastest-growing municipalities in Durham Region with more than 107,000 people across four urban centres and 14 hamlets. Clarington offers a perfect blend of urban living and country charm and is known for its thriving energy and agriculture sectors, historic downtowns and as a great place to live, work and play.

Our people enjoy a collaborative work environment, work-life balance, and are at the forefront of community impact. We value accountability, integrity and respect, and are committed to fostering equity, inclusion and diversity in the workplace. Together, we are striving to enhance the quality of life for residents today and for future generations who call Clarington home.

The future is bright – and working with the Municipality of Clarington means you can help shape it. How will you make your mark?

Position Snapshot

Reporting to the Parks & Property Supervisor, the Operations Technician I position is responsible for the administration of various contracted services relating to infrastructure maintenance. The primary duties of the position include the oversight and inspection of work performed by outside contractors to ensure services are completed on-time and within specifications.

What you'll be doing

As an Operations Technician I, your responsibilities include but are not limited to:

- Monitoring the work of contractors and to ensure that the delivery of maintenance is satisfactory. Programs include the senior's snow clearing, sidewalk snow clearing, streetlight maintenance, boulevard maintenance, grass cutting, park washrooms, portable toilets and graffiti contracts.
- Coordinating the setup and inspection of the outdoor skating rink program.
- Conducting sidewalk patrol inspections for winter control and document findings.
- Collecting and maintain inventories for service levels and analyze the data to report on performance metrics.
- Assisting in the development of maintenance standards, specifications and procedures following Municipal bylaws, policies and procedures and both Federal and Provincial legislation.
- Liaising with the Region of Durham on special waste events and participate in their setup and operation.

- Ensuring job related health and safety and municipal policies and procedures are adhered to.
- Assisting with the preparation of specifications, contract tenders and quotations and coordinate the approval of invoices for payment.
- Conducting general investigations in response to complaints and inquiries from the public, other Municipal Departments and Council in an efficient and professional manner.
- Providing winter maintenance activities as assigned that may include machine operation.
- Performing other duties as assigned.

What you bring

The successful candidate will have:

- Two-year Civil Engineering Diploma with a certified designation through OACETT.
- Minimum two years' experience in a municipal operations environment with proficiency in service maintenance contracts and the application of Minimum Maintenance Standards.
- Working Knowledge of Highway Traffic Act, Occupational Health and Safety Act and other municipal and provincial legislation and the process of implementation to ensure safety and environmental protection.
- Knowledge of and ability to interpret municipal bylaws.
- Must have excellent communication skills to assist with preparation of memos, reports to Council and comments or letters to maintain accurate records.
- Strong interpersonal skills to deal effectively with the public, colleagues, other government agencies, consultants, contractors and other stakeholders.
- Strong computer skills related to Microsoft Office Suite and proficiency related to software and techniques applicable to project management and AUTOCAD.
- Requires excellent organizational and planning skills to effectively carry out contract related activities.
- Knowledge of municipal procurement policies and practices.
- A valid DZ license with prior experience operating combination snowplows unit will be considered an asset.
- Must be legally able to work in Canada.

What we offer

We offer the following benefits and perks to ensure that your total compensation package addresses both your work and life needs.

- Salary: \$30.38 - \$37.62 – Code 5 of the 2024 Outside Collective Agreement.
- Hours of work: 40 hours per week

We are an equal opportunity employer

- The Municipality of Clarington is a progressive employer committed to equity, inclusion and diversity within its community and organization. We are committed to building an inclusive and barrier-free environment for our team.
- We are pleased to accommodate individual needs in accordance with the Accessibility for Ontarians with Disabilities Act, 2005, within our recruitment process. If you require accommodation at any time throughout the recruitment process or in performing your position, should you be selected, please contact the Human Resources Division at careers@clarington.net.

Additional information and requirements

Pre-employment testing for this position may include written and oral testing, to assist in determining the successful applicant. A passing score will be considered to be 60% on each test with the highest score considered in the award.

Prior to starting the position, the successful candidate must provide, at their own expense, the following:

- A current (with the last 180 days) satisfactory criminal reference check, directly from a Canadian Police Information Centre. Criminal Records Checks from third party agencies are not acceptable. Applicants who have been employed with the Municipality within the last year and have provided a criminal reference check within the last 365 days are exempt from providing another criminal reference check.
- A current Driver's Abstract and proof of a valid Ontario Driver's License Class DZ.

Privacy

Applicant information is collected under the authority of The Municipal Act, 2001 and the Municipal Freedom of Information and Protection of Privacy Act for the purpose of evaluating the applicant. Questions about this collection should be directed to the Municipal Clerk, 40 Temperance Street, Bowmanville, ON L1C 3A6 or by phone at 905-623-3379 ext. 2109.

Ready to apply?

Please submit your application online by May 23, 2025, 11:59PM.

We thank all applicants for their interest. However, only those under consideration will be contacted.