

Clarington

We're looking for an Operations Technician I (Temporary up to 18 months) to join Clarington's Public Works team!

Why Clarington?

Clarington is a community full of possibilities.

As one of the fastest-growing municipalities in Durham Region, Clarington is home to over 107,000 residents across four urban centres and 14 hamlets. With our population expected to double by 2051, Clarington offers a perfect blend of urban living and small-town charm. We're known for our thriving energy and agricultural sectors, vibrant historic downtowns, and exceptional quality of life.

Our team thrives in a collaborative environment that promotes work-life balance and meaningful community impact. We value accountability, integrity, and respect, and we are deeply committed to fostering equity, inclusion, and diversity in the workplace. Together, we're building a stronger Clarington — for today and for future generations.

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

About the Role

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.

Key Responsibilities

- 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.
- Perform other duties as assigned, including those specific to the department.

What you bring

- 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.
- A valid DZ license with prior experience operating combination snowplows unit is required.
- 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.
- Excellent written and verbal communication abilities.
- A commitment to exceptional customer service and professionalism.
- Must be legally entitled to work in Canada.

What we offer

- Wage: \$31.52 to \$39.03 - Code 5 of the 2025 Outside Collective Agreement.
- Hours of work: 40 hours per week

Additional Information

A satisfactory criminal record check and proof of qualifications will be required for the successful candidate.

Pre-employment testing may consist of written and oral assessments. To be considered successful, candidates must achieve a minimum score of 60% on each test. The highest score attained across the assessments will be used in the final award decision.

How to Apply

Applications will be accepted until **November 11, 2025, at 11:59pm.**

To learn more about employment with the Municipality of Clarington and to apply for this exciting and challenging opportunity, visit: www.clarington.net/careers.

We thank all applicants for their interest. Only those selected for further consideration will be contacted.

Our Commitment to Equity

The Municipality of Clarington is a progressive and inclusive employer committed to equity, diversity, and creating a respectful and barrier-free workplace.

Accommodations are available throughout the recruitment process in accordance with the *Accessibility for Ontarians with Disabilities Act, 2005*. To request support or accessible formats, please contact the Human Resources Division at careers@clarington.net.

Privacy

Applicant information is collected under the authority of Section 11 of the *Municipal Act, 2001* for the purpose of evaluating the applicant. Questions about this collection can be directed to Human Resources at careers@clarington.net.