

The Corporation of the Town of Orangeville
invites applications for the position of

Lead Hand, Road Operations

Infrastructure Services Department

(Full-time position, 40 hours per week)

Located on the north-west edge of the Greater Toronto Area, less than one hour's drive from Toronto and yet only moments away from the unspoiled, natural beauty of the Niagara Escarpment, the Town of Orangeville ("Town") offers an excellent combination of location, small town charm and urban amenities. Situated in the picturesque natural setting of the Hills of Headwaters, Orangeville is home to over 30,000 residents and is the largest urban community and regional service centre within the County of Dufferin. Orangeville is a great place to raise a family, with an excellent quality of life and a strong sense of community. The Town is committed to a values-based, thriving and collaborative work environment that supports our employees' success. Our values of respect, integrity, teamwork, and excellence (RITE) aren't just words—they're what we live by every day. They shape how we work together, do what is "RITE", make decisions, and support each other. These values form the foundation of our workplace culture, driving us to grow stronger as a team and better serve our community. Our employees are passionate about delivering high-quality programs and services to our residents and are proud to contribute to making Orangeville one of the exceptional places to live in Canada.

The Town has an opportunity for the position of Lead Hand, Road Operations. This position will perform the lead hand role for Road Operations and is responsible for operating equipment, performing manual labor, and co-ordinating and overseeing work completed by Operations staff related to winter control operations, roads operations, stormwater systems, wastewater collection systems, cemetery, and right of way maintenance.

Job Duties:

- Operating municipally owned or rented equipment including trucks, loaders, loader back hoes, and other equipment used for maintenance of municipal roads, sewers, sidewalks, services, and the municipally owned cemetery; Performing manual labor as required to complete operation and maintenance tasks that are the responsibility of the Department.
- In conjunction with the Supervisor, Road Operations, coordinating the work to Public Works Operations Staff and outside contractors for maintenance work on

the Operations Centre, the road system, including trees, sidewalks, storm sewers and signage; the sanitary sewer system and the cemetery, and oversee its completion.

- Ensuring duties undertaken by Operations outside staff complies with applicable legislation, including but not necessarily limited to: the Occupational Health & Safety Act, Minimum Maintenance Standards for Municipal Highways, Wastewater Regulatory requirements, Stormwater regulatory requirements, Town By-laws and Policies. Ensure all equipment and procedures meet all applicable standards, such as trench boxes, shoring, and safe operating practices are maintained by staff.
- Assisting in professional development and training of Road Operations staff in safe operating practices and procedures, including how to use specific tools and light and heavy duty equipment.
- Assisting in other areas of Public Works including, but not necessarily limited to, the water supply and distribution system, sewage pumping stations, sewage treatment.
- Heavy equipment operations for Water, Wastewater, and Stormwater repairs through excavation.
- Other duties as assigned.

Qualifications:

- Secondary School Diploma
- Certified or eligible for certification as a Certified Road Supervisor.
- Minimum two (2) years of experience in the operation and maintenance of municipal roads, cemetery operations, wastewater collection systems, and stormwater management systems.
- Current and valid Class DZ driver's licence.
- Stormwater and Wastewater Collection system maintenance courses are considered assets.
- Detailed understanding of Ontario Minimum Maintenance Standards, Stormwater Management best operation practices, and Wastewater Collection regulatory requirements.
- Ability to interpret engineering drawings, contracts, and other technical/legal documents; Ability to work outdoors in adverse conditions and outside regular business hours, as required.
- Must be conscientious, detail oriented, and able to work both independently and as a member of a team.
- Experience with Microsoft Outlook, Microsoft Word, and Microsoft Excel.
- Must reside in a location not more than thirty minutes' driving distance from the Town Operations Centre, in order to respond to emergencies.

Hourly Range: \$38.41 to \$44.94, Band 8 on the Town's 2025 Pay Grid, plus a comprehensive benefits package

Qualified candidates are invited to apply no later than 4 p.m. on **Friday, October 17, 2025**. Applications may be submitted online, or in person to the Town Hall located at 87 Broadway, addressed to Human Resources. Please do not email your application. Please note that only those who are selected for an interview will be contacted by Human Resources.

To select the best candidates to serve the Town of Orangeville and its people, several screening tools, including Police Record Checks are required as part of the hiring process for some employment or volunteer positions. When requested, applicants are required to provide a Police Record Check as a condition of their offer of employment. Police Record Checks must be dated within three (3) months of the employment offer to be considered valid. The specific type of Police Record Check required will be indicated in the job posting qualifications.

The Town of Orangeville is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance. By submitting your personal information to the Town of Orangeville, you consent to the collection, use, and disclosure of that information in connection with our recruitment, hiring and/or employment processes. Personal information on this form is collected under the authority of the Municipal Act, 2001, S.O. 2001, c.25, as amended, and will be used to determine the qualifications for employment with the Town of Orangeville. Questions about this collection should be directed to the Manager, Human Resources at 87 Broadway, Orangeville, Ontario L9W 1K1.