



Employment Opportunity – Labourer/Operator

INTERNAL AND EXTERNAL

Competition Number: 021-2026

Position: Labourer/Operator

Department: Public Works and Recreation and Culture (Hybrid)

Reports To: Public Works Superintendent, and Parks and Operations Team Lead

Location: Public Works Yard, Carleton Place Arena

Status: Full-time, Permanent

Pay Band: 5

Wage Scale: \$26.29 - \$33.75 per hour (2026 Approved Wage Grids)

of Vacancies: One (1)

Hours Per Week: 40

Job Summary:

This hybrid position is shared between the Public Works and Recreation & Culture Departments. The occupant will perform as a Machine Operator in winter under the supervision of the Public Works Superintendent, and as a Parks Labourer/Operator in summer, reporting to the Parks and Operations Team Lead. This role is key in ensuring both municipal infrastructure and recreational facilities are well maintained.

Key Responsibilities:

Winter Operations (Public Works)

- Operate snowplows, salt spreaders, and other snow removal equipment to ensure roads, sidewalks, and parking lots are clear and safe.
- Participate in a rotating on-call schedule for snow events and emergencies, including nights and weekends.
- Perform maintenance of roadside and other Town-owned property including signage, litter pick-up, and leaf removal.
- Perform routine checks and maintenance on snow removal equipment to ensure readiness and reliability

Summer Operations (Recreation and Culture)

- Operate tractors, mowers and other grass keeping equipment in municipal parks and public spaces.
- Perform landscaping tasks, including trimming, edging, and maintenance of public walkways and paths as well as signage, litter pick up and leaf removal.

- Perform maintenance and upkeep of recreational facilities such as playgrounds, sports fields and ball diamonds, trails, waterfronts, community park areas, and other public spaces.
- Operate and maintain groundskeeping equipment, tractor, mowers and other Town owned equipment.

General Duties

- Municipal work can vary greatly; tasks beyond those listed may be required as directed by supervisors.
- Provide coverage for other duties across municipal operations, ensuring continuous service delivery as needed.

Qualifications and Requirements:

- Minimum of three (3) years of direct experience in similar operational roles, including tasks such as the operation of municipal equipment, snow removal, and groundskeeping.
- Experience operating a variety of maintenance equipment such as tractors, mowers, snowplows, and other specialized machinery relevant to municipal operations.
- Secondary School Graduation Diploma.
- Valid Class DZ and Class G Ontario's Driver's Licenses with clear driving abstract.
- Advanced operation of snow removal and grounds maintenance equipment.
- Ability to respond to emergencies, when designated, within 20 minutes.
- Must be able to work independently and as part of a team.
- Ability to maintain a professional demeanor at all times when dealing with the public and volunteers.
- Physically capable to perform general labour and maintenance duties.
- Must provide a satisfactory Criminal Record Check satisfactory to the municipality.

Working Conditions

This is a full-time position with a flexible rotating schedule including early mornings, days, evenings, overnight, weekends and statutory holidays.

Benefits:

- Defined benefit pension plan (OMERS)
- Employee and Family Assistance Program (EFAP)
- Telemedicine Services
- Paid Time Off
- Paid Vacation
- Health and Dental Group Benefits
- Short Term Disability, Long Term Disability

Why Join Us:

- Supportive team environment
- Opportunity to contribute to essential municipal infrastructure
- Stable, full-time employment with competitive benefits

Application Deadline:

Accepting applications until **October 20, 2026, at 12:00 PM.**

How to Apply:

Please send your resume and cover letter to careers@carletonplace.ca with the competition number **(021-2026)**.

The Town of Carleton Place is an equal opportunity employer

We are committed to fostering a diverse and inclusive workplace free from discrimination. We welcome applications from individuals of all backgrounds and abilities. If you require accommodations during the recruitment process, please contact us at hr@carletonplace.ca and we will work with you to meet your needs. We thank all applicants for their interest; however, only those selected for an interview will be contacted.