

Public Works Operator Level 1

Reports To: Manager of Public Works

Date Issued: July 21, 2026

Application Deadline: August 11, 2026, by 4:00 p.m.

Position Summary

The Public Works Operator Level 1 is responsible for performing skilled operational, maintenance, and construction activities within the Township's road system, facilities, and related infrastructure. This position involves operating a range of heavy equipment, completing road and drainage maintenance, performing winter control operations, and supporting the overall function of the Public Works Department. Work is performed under the direction of the Manager of Public Works or designate.

Education and Qualifications

- High School Diploma or equivalent required.
- Experience in municipal roads or public works environment would be an asset.
- Successful completion of the TJ Mahony Road School Construction and Maintenance Course is required within 2 years of hire. Training will be provided by the Township in accordance with the Collective Agreement and subject to course availability.
- Continuing education such as C.S Anderson courses, AORS courses, and other approved leadership or technical courses considered an asset.
- Heavy equipment operation would be considered an asset.
- Valid DZ licence, minimum, with air brake endorsement.
- Ability to understand instructions and communicate direction effectively.

Terms of Employment

- Full-time, unionized position (40 hours per week).
- Overtime may be required, particularly during adverse weather conditions.
- Wage as per CUPE Local 2311-01 collective agreement is \$ 28.97.

Summary of Duties

The Operator Level 1 performs skilled work involving the operation of heavy equipment, road maintenance, winter control, drainage work, and facility upkeep. The position supports the Public Works team by ensuring safe, efficient, and high-quality completion of assigned tasks.

Under the direction of the Manager of Public Works, the Operator Level 1 is responsible for maintenance and repair of the Township Road system, drainage infrastructure, and associated equipment, as well as assisting with municipal facility maintenance as required.

Key Responsibilities

The Operator Level 1:

- Performs road maintenance activities including grading support, patching, gravel placement, and shoulder repair.
- Operates heavy equipment such as tandem axle dump trucks, loaders, backhoes, excavators, and sidewalk machines.
- Performs winter control operations including plowing, sanding, salting, and snow removal.
- Assists with culvert installation, ditching, drainage maintenance, and stormwater repairs.
- Performs roadside maintenance including brush cutting, mowing, and debris removal.
- Sets up and maintains traffic control in accordance with Book 7 standards.
- Completes daily logs, equipment inspections, and material tracking.
- Reports on road hazards, equipment defects, and safety concerns promptly.
- Supports a safe and respectful work environment through professional conduct and teamwork.

Operational Duties

The Operator Level 1:

- Operates assigned equipment safely and efficiently in varying weather and site conditions.
- Performs routine and preventive maintenance on equipment, including greasing, cleaning, and minor adjustments.
- Assists with asphalt and gravel road repairs, resurfacing, and reconstruction projects.
- Completes manual labour tasks such as shoveling, raking, lifting, and site cleanup.
- Maintains accurate records of hours worked, materials used, and equipment operation.
- Follows all municipal safety policies, OHSA requirements, and CVOR regulations.

Facility and Equipment Responsibilities

The Operator Level 1:

- Assists with maintenance of municipal buildings and facilities as assigned.
- Performs preventive and corrective maintenance on Public Works equipment within skill level.
- Ensures equipment is operated responsibly and maintained in good working condition.

Skill Requirements

- Proficiency in operating heavy equipment safely and effectively.
- Strong knowledge of road maintenance practices and municipal standards.
- Understanding of safe lifting, loading, and dumping procedures.
- Knowledge of OHSA, municipal safety policies, and Book 7 traffic control standards.
- Familiarity with CVOR requirements including inspections, defect reporting, load security, and hours-of-service.
- Ability to complete accurate written records and basic computer data entry.
- Basic knowledge of computers including email.
- Strong communication and teamwork skills.

- Ability to perform physically demanding work in all weather conditions.

Environmental and Public Interaction

The Operator Level 1:

- Operates equipment in a manner that minimizes environmental impact.
- Handles fuels, lubricants, and waste materials responsibly.
- Maintains professionalism and courtesy when interacting with the public.

Leadership and Performance Expectations

The Operator Level 1:

- Demonstrates adherence to Township policies, safety procedures, and regulatory requirements.
- Maintains a clean and compliant CVOR abstract.
- Completes assigned tasks accurately, efficiently, and to a high standard.
- Communicates effectively with supervisors, coworkers, contractors, and the public.
- Contributes to a respectful, cooperative, and professional work environment.
- Supports a positive team culture by managing interpersonal challenges professionally and contributing to timely, constructive resolution of workplace conflicts.
- Demonstrates reliability, accountability, and strong work ethic.
- Represents the Township professionally at all times.

How to Apply

Qualified applicants are invited to submit a resume and cover letter to:

Christopher Leblanc
Manager of Public Works

Email: cleblanc@twpec.ca

Applications must be received by August 11, 2026, at 4:00 p.m.



EDWARDSBURGH CARDINAL

Phone: 613-658-3055
Fax: 613-658-3445
Toll Free: 866-848-9099
E-mail: mail@twpec.ca

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18 Centre St.
Spencerville, Ontario
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Additional Information

The Township of Edwardsburgh/Cardinal is an equal opportunity employer. Accommodation will be provided in accordance with the Accessibility for Ontarians with Disabilities Act (AODA) upon request. We thank all applicants for their interest; however, only those selected for an interview will be contacted. The Township does not use artificial intelligence or automated decision-making tools to screen or shortlist applicants.