



TOWNSHIP OF

Hornepayne

The Corporation of The Township of Hornepayne
Internal/External Job Posting
Short-Term Temporary Position

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| POSITION: | General Equipment Operator |
| WAGE: | \$32.39 per hour (as per Collective Agreement) |
| DURATION: | Immediately for 3 months (potential for extension) |
| HOURS: | Monday to Friday, 7:00 a.m. to 3:00 p.m. (40 hours per week, as per Collective Agreement) |

The Township of Hornepayne is seeking to employ a skilled, motivated, and adaptable General Equipment Operator with a high degree of professionalism, accuracy, and attention to detail. The diversity of this role means the successful applicant will be involved in many aspects of the Municipality and will be a key part of a small team, reporting directly to the Public Works Manager.

QUALIFICATIONS:

- Minimum Grade 12 education or equivalent;
- Must possess a valid Class D-Z Driver's License (copy required);
- Minimum one-year municipal Public Works or related experience; and,
- WHMIS.

PRIMARY DUTIES & ACCOUNTABILITIES (included but not limited to):

- Heavy Equipment operation: i.e., backhoe, grader, loader, sander, tandem, plow truck, sweeper, excavator, etc. per relevant legislation, policies, and procedures;
- Maintain road patrol logs, circle check logs;
- Inspect equipment for issues before and during operation (daily safety & maintenance checks);
- Clean/maintain trucks, equipment and tools as required;
- Perform routine maintenance as required;
- Ensure trucks and equipment are safely and securely stored;
- Provide manual labour services as required, i.e., grounds keeping, ditching, signage, road maintenance, etc.;
- Assists Township's water and sewer operator during repair activities, as required;
- Assists with animal control, cemetery, landfill, and airport operations, as required, including fuelling, maintaining logs, grounds maintenance, etc.;
- Ensures a clean, safe work environment; and
- Other duties as assigned.

REQUIREMENTS:

- Must provide a current, clear Driver's Abstract;
- Must provide a negative Criminal Record Check;
- Must be a self-starter, motivated, organized, adaptable and able to multi-task in a busy environment;
- Must demonstrate sound work ethic, honesty, trustworthiness, punctuality, respect, flexibility, and adaptability;
- Must be able to work effectively and efficiently as a team member and with the public in a pleasant, professional, respectful and responsible manner;
- Must possess skills and training in general public works activities – knowledge of road construction and maintenance techniques would be an asset;
- Must be able to take both oral & written direction and to communicate effectively;
- Must be prepared to work outside with exposure to various weather elements;
- Must be able to perform physical work and able to lift 50 lbs. and above;
- Must provide own steel toe boots; and,
- Will be required to sign a Confidentiality Agreement.

COMPETENCY TESTING SHALL BE PERFORMED.

This position is open to male and female applicants.

The Township of Hornepayne welcomes applications from people with disabilities. Accommodations are available upon request for candidates taking part in all aspects of the selection process.

Documentation must confirm the required information outlined in the job posting. Please include copies of any relevant training certificates or qualifications.

Application forms and job description available at the Municipal Office, or on the Township of Hornepayne website at <https://www.townshipofhornepayne.ca/our-government/job-opportunities/>.

Applications will be received at info@hornepayne.ca or via mail at P.O. Box 370, Hornepayne, ON P0M 1Z0 by the undersigned until the position is filled.

The Township of Hornepayne would like to thank all applicants for submitting their applications, however, only those candidates who advance through the initial screening process will be contacted.

Duane Gaudreau
Public Works Manager
Township of Hornepayne

GEO – July 2025