



The Town of Minto is seeking an Equipment Operator I

Join our team!

The Town of Minto is seeking an Equipment Operator to join our diverse and talented team starting in August 2025. But before we tell you about the job...

Allow us to Introduce Ourselves

The Town of Minto is located in the north-western boundary of Wellington County and is composed of the former Towns of Harriston and Palmerston, the former Village of Clifford and surrounding rural area of the former Minto Township. In Minto, you're only an hour from the major centres of southern Ontario – including Kitchener-Waterloo and Guelph – and popular recreational areas along the eastern shore of Lake Huron and southern Georgian Bay.

We are an innovative and forward-thinking municipality that offers many services aimed at helping to create a friendly, safe, affordable, and family oriented rural community. Our mission is important to us - we are committed to providing cost effective and responsive local government through superior customer service, internal stability, and efficiency, and promoting responsible economic growth, healthy lifestyles, and respect for the natural environment.

But it's not just what we do that's important to you as a prospective employee, it's how we do it. We are optimistic, supportive, and down to earth. We do great work, and we have fun doing it. We are committed to excellence, and to learning and growing in everything that we do. We have a fabulous workplace culture, and an established reputation as thought leaders and agents of change.

Your Opportunity

This is your opportunity to contribute to the success of our team, and our community. There are three core functions to this role: infrastructure maintenance and winter operations, cemeteries, and equipment maintenance. Key accountabilities in each of the three functions include:

Infrastructure Maintenance & Winter Operations

Working with our team of operators, you will

- Perform preventative and operational maintenance on all Town-maintained roads including cold patching, gravel resurfacing, dust control, shouldering and gravel retrieval.
- Perform road construction including excavation, hauling gravel, base repair, signage, locates, traffic control, pavement preparation.
- Perform winter maintenance including snow clearing, ice blading, winging back snow on Town roads and clearing Town parking lots, trucking away excess snow, blending of salt and sand, and documentation of usage of recommended materials.
- Maintain ditches and sidewalks including mowing, brushing, rehabilitation, driveway, and culverts.

Cemeteries

- Assist with interments including grave set ups, opening and closings.
- Assists with the installation of foundations and markers, performs minor monument repairs.
- Maintains laneways and walkways within the cemetery.
- Grounds maintenance including tree trimming, garbage removal, seasonal clean up, building maintenance, etc.

Equipment Maintenance

- General maintenance of vehicles including oil changes, greasing, minor repairs, welding, light equipment maintenance of equipment and changing tires.
- Ensure shop is kept tidy to ensure safety of all operators.

What it Takes to do the Job

To excel in this role, you should possess:

- Minimum Ontario Secondary School Diploma, or equivalent
- Two (2) years of relevant experience operating equipment.
- Valid Class 'DZ' Driver's License

TJ Mahoney Road School, CS Anderson Road School, Non-Freeway Traffic Control, Confined Space, and Basics of Fall Protection would be an asset.

What You Bring to the Team

Those are just the basics. Your personal attributes are as important to us as your qualifications. We are seeking someone with:

- Strong organizational skills and attention to detail.
- The ability to coordinate multiple activities and manage time effectively.
- Thoroughness and accuracy when completing tasks.
- Enthusiasm, curiosity, and the ability to be part of a team.

What We Offer

This is a great opportunity to join a growing municipality. We provide:

- Interesting, high-quality work with great staff and volunteers.
- The collegiality and lifestyle benefits of a small town.
- A great, inclusive, and supportive workplace culture.
- Competitive wages, a comprehensive benefits package and enrollment in the OMERS pension plan.

The 2025 pay range for this position is \$63,315.20 - \$84,406.40 annually.

Hours of work are 40 hours per week and varies throughout the year, based on operational needs,

We Would Love to Hear from You

We want to learn about your unique talents and how they would help you succeed in this role. The best way to do that is to send your resume and cover letter before 12:00 PM Friday August 8, 2025 to:

Quinn Gorecki
Deputy Clerk/Manager, People and Culture
5941 Hwy 89, RR 1
Harriston, ON N0G 1Z0
Or fax: 519-338-2005
Or e-mail hr@town.minto.on.ca

We thank all applicants for their interest; however only those applicants selected for an interview will be contacted. Applications will be treated in strict confidence. Any personal information that is collected under the Municipal Freedom of Information and Protection of Privacy Act will be used only for job selection purposes. Please note: In accordance with the **Accessibility for Ontarians with Disabilities Act**, please contact the Accessibility Coordinator with accommodation inquiries at 519-338-2511 ext. 246.