



A People Place, A Change of Pace
SHELburne
ONTARIO, CANADA

**TOWN OF SHELburne
JOB POSTING
OPERATOR/LABOURER – SUMMER SEASONAL
CONTRACT
WAGE RANGE - \$30.02 – \$35.32 (2025)
APRIL - NOVEMBER**

The Town of Shelburne is accepting resumes for the position of Operator/Labourer. This is a seasonal contract position within the department of Development and Operations based on a 40-hour work week. Legislated benefits (vacation pay, stat holidays) will be in accordance with the Employment Standards Act. There is no benefit package associated with this position.

WHAT WE OFFER YOU!

- A competitive hourly wage ranging between \$30.02 – \$35.32 (2025)
- Eligible to enroll in OMERS pension plan
- Access to an Employee and Family Assistance Program
- Unlimited access to live and interactive webinars offered by the Canadian Centre for Diversity and Inclusion (CCDI)
- A supportive and collaborative work environment
- Professional development opportunities

Reporting to the Supervisor of Operations, general duties and responsibilities include but are not limited to:

- Performs repairs and maintenance to municipal parks, park equipment, irrigation systems, clean and repair park facilities.
- Maintain all municipal recreational fields, open spaces, and gardens.
- Installation and maintenance of safety devices and road signs.
- Maintenance of culverts roadsides and roadways.
- Respond to emergency services for road closures, accident assistance, etc.
- Prepare municipal sites for public events.
- Municipal tree cutting and removal.
- Line painting.

The following qualifications/information must be clearly identified in your resume:

- Experience with other related equipment (i.e., brush chippers, chainsaws, small hand tools, etc.).
- Class AZ or DZ driver's license in good standing.
- Experience using push mowers, riding lawn mowers, large tractors with under carriage mower decks and weed trimmers.
- Knowledge of OHSA, Highway Traffic Act, OTM Book 7 for proper setup of Traffic Control Devices and Regulation 239/02, MMS for Municipal Highways.

A copy of the full job description is available at:

<https://www.shelburne.ca/en/town-hall/careers.aspx>

To apply for this position, please submit your resume by email to: hr@shelburne.ca no later than, Friday, March 14, 2025, at 1:00pm.

Please quote the job title in the subject line. Mail:

Human Resources

**Town of Shelburne
203 Main Street East
Shelburne ON
L9V3K7**

**TO VIEW OTHER AVAILABLE
POSITIONS,
SCAN THE QR CODE BELOW.**



****Only those selected for an interview will be contacted****

The Town of Shelburne has made a commitment to diversity, equity, inclusion and belonging. We recognize the value of diverse perspectives and lived experiences, and the importance of creating an environment that embraces and supports these. We are committed to creating and fostering a workplace where all employees, regardless of race, colour, ancestry, creed (religion), place of origin, ethnic origin, citizenship, sex (including pregnancy), gender identity and expression, sexual orientation, age, marital status, family status, and disability feel a sense of dignity and belonging. As such, we seek to attract, develop, and retain highly talented employees with a variety of identities and backgrounds, in order to better reflect the growing diversity of the Town of Shelburne.

To select the best candidates to serve the Town of Shelburne 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 description qualifications.

The Town of Shelburne 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 Shelburne, you consent to the collection, use, and disclosure of that information in connection with our recruitment, hiring and/or employment processes. Personal information 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 Shelburne.