



**Operations Department  
General Maintenance Class 1, Roads and Fleet**

**Position Summary:**

Under the direction of the Supervisor of Roads and Fleet, to operate City equipment for the maintenance and repairs to the City's road network system.

**Qualifications:**

- Must have a minimum of Grade 12;
- Possess and maintain a 'DZ' Ontario Driver's License
- Six (6) months experience in the operation of trucks, including dump trucks;
- Six (6) months experience in the field if general maintenance;

This position requires a candidate who is responsible, detail oriented and has the ability to work with minimal supervision.

**Hours of work:**

2080 hours annually (40 hours a week) including weekends and holidays with occasional overtime

**Salary**

- \$24.67 per hour (2024 probationary rate).
- Extended Health Care, Dental, Vision, Life Insurance, Long Term Disability and Accidental Death insurance.
- 15 days' vacation, increasing with years of service plus 2 wellness days.
- OMERS defined pension, including 100-per-cent employer matching.
- Professional development and skill-based training opportunities.
- Employee and Family Assistance Plan.

Applicants are invited to submit in confidence a detailed cover letter and resume by 12pm on **May 9, 2024**.

Arin Crinnion - Human Resources Coordinator  
City of Pembroke  
1 Pembroke St. East, Pembroke, ON K8A 3J5  
Email: [humanresources@pembroke.ca](mailto:humanresources@pembroke.ca)  
Fax: 613-735-3660

The City of Pembroke is an equal opportunity employer and encourages applications from all qualified individuals.

Accommodation for applicants with disabilities is available upon request.

We thank all candidates for their interest, however, only those selected for an interview will be contacted. No telephone calls please.

Personal information submitted will be used for the sole purpose of this competition. It is collected under the authority of *The Municipal Act, RSO 2001*, and will be used in accordance with *The Municipal Freedom of Information and Protection of Privacy Act* for employment purposes.

City of Pembroke  
Operations Department

|             |                                      |
|-------------|--------------------------------------|
| TITLE:      | <b>General Maintenance Class 1</b>   |
| DEPARTMENT: | <b>Roads and Fleet</b>               |
| REPORTS TO: | <b>Supervisor of Roads and Fleet</b> |

**Position Summary:**

Under the direction of the Supervisor of Roads and Fleet, to operate City equipment for the maintenance and repairs to the City's road network system.

**Education/Qualifications/Experience:**

- Must have a minimum of Grade 12;
- Possess and maintain a 'DZ' Ontario Driver's License
- Six (6) months experience in the operation of trucks, including dump trucks;
- Six (6) months experience in the field if general maintenance;

**Skills and Abilities:**

- Experience or trainability in mechanics.
- Basic computer skills.
- Good communication skills.

**General Scope of Duties:**

- To operate as directed: trucks, dump trucks, sand spreaders, lawn mowers and other tools and small equipment.
- General road maintenance, pothole filling, ditching works, repairing washouts, shouldering, resurfacing and sidewalk repairs.
- Loading, hauling and unloading various materials and supplies.
- Involvement in winter snow operations, including snow removal, sanding/salting, and ploughing of sidewalks.

**Decision Making and Judgement:**

- Be capable of carrying out assigned duties with minimum supervision and with a high sense of responsibility.

**Accountability:**

- Maintain and operate efficiently all equipment relating to the roads section.

**Leadership/Supervision:**

- This position has no supervisory responsibilities.

**Interpersonal Skills and Contacts:**

Internal

- Senior and support staff of other departments

External

- General public

**Working Conditions:**

- Outdoor Field Environment
- Driving
- Walking
- Available for overtime work when required.
- Travel as required for training.

**Physical Skill and Effort:**

- Able to lift up to 50lbs of supplies/equipment.
- Walking on uneven surfaces
- Manual labor

Protects own health and health of others by adopting safe work practices, reporting unsafe conditions immediately, and ensuring overall compliance with the City's health and safety program. Follows all guidelines and requirements for employees and employers as legislated under the Ontario Occupational Health and Safety Act.



The foregoing description reflects the general duties necessary to describe the principal functions of the job identified and shall not be construed to be all of the work requirements that may be inherent in this position.



Hours of Work: 40 hours/week Monday to Friday  
Occasional overtime.