Roads and Fleet Department
General Maintenance Class 1 (Casual/Seasonal)

The City of Pembroke Roads and Fleet Department is seeking a Seasonal Full-Time General Maintenance Class 1 Operator to join its team for the winter season. This position offers an opportunity to support essential municipal winter road maintenance and fleet operations.

About Us
The City of Pembroke is the Heart of the Ottawa Valley. You can do it all from beautiful Pembroke thanks to our unparalleled quality of life, competitive property costs, cost of living, critical infrastructure, healthcare, education resources, and proximity to Ottawa. Enjoy a work-life balance set according to your terms in Pembroke. Learn more about us at www.pembroke.ca

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;

Hours of work:
2080 hours annually (40 hours a week) with occasional overtime.

Salary and Benefits:
- $26.32 per hour (2026 probationary rate of pay).
- 4% vacation pay
- Optional enrollment into OMERS defined pension, including 100-per-cent employer matching.

Applicants are invited to submit in confidence a detailed cover letter and resume by 12pm on **November 10th, 2026.**

Human Resources
City of Pembroke
1 Pembroke St. East, Pembroke, ON K8A 3J5
Email: HR@pembroke.ca

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

We are therefore happy to accommodate any individual needs in keeping with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act. If you require an accommodation in order to participate in the hiring process, please contact us to make your needs known in advance.

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:	**General Maintenance Class 1**
DEPARTMENT:	**Roads and Fleet**
REPORTS TO:	**Supervisor of 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.

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.